

# Village of Alsip

4500 W 123<sup>rd</sup> Street Alsip, IL 60803

## Internship Position Available

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**Job Title:** Economic Development Intern

**FLSA:** Non- Exempt (Internship)

**Hours:** 10-15 hours per week

The Village of Alsip is nestled in the near southwest suburbs of the City of Chicago in Cook County, IL. Alsip was settled in the 1830s by German and Dutch farmers. The village is named after Frank Alsip, the owner of a brickyard that opened in 1885. Alsip has 19,277 residents, (Census 2010) over 850 businesses and is home to a strong industrial corridor.

### **Summary:**

The Village of Alsip is seeking an Economic Development Intern to perform entry-level event planning, policy analysis, research, data collection, community engagement and economic development related tasks. The ideal candidate will be familiar with the near southwest suburbs, comfortable meeting with stakeholders, comfortable presenting information, familiar with TIFs and technical assistance programs.

### **Internship Description:**

Specific projects will be focused on economic development and will involve varying levels of research, data collection, and communication support.

- Research, data collection, preparation of reports and presentations.
- Support economic development efforts by gathering and organizing business data.
- Complete basic office functions such as data entry, file management, and customer service.
- Strong written and oral communication skills.
- Self-starter capable of working independently.
- Familiarity with GIS software.
- Other duties/projects as assigned.

### **Minimum Requirements:**

Enrollment in a master's degree program in planning, public policy, public administration, business administration or a related field. A valid driver's license is required.

Rate/Stipend (if applicable): \$12/hr.

Expected start date: August 15, 2020

### **How to Apply:**

Interested parties should submit an application to [hr@villageofalsip.org](mailto:hr@villageofalsip.org).

Resumes and Applications can also be dropped off at the Village Hall Human Resources Office.