



PICKAWAY COUNTY – THE CROSSROADS FOR BUSINESS CONNECTIONS

Job Title: Economic Development Intern

Summary:

Pickaway County Port Authority is seeking an energetic, responsible intern to join our growing organization. Interns will be expected to learn the ins-and-outs of our daily routines and procedures. Intern will assist in office management, file organization, and development projects, gaining exposure to economic development efforts at the local, regional, and state levels. Additionally, interns would be assigned and responsible for several of their own projects that could include file retention and organization, development/incentive research, other office management or development related projects.

Requirements and Qualifications:

- High school diploma or equivalent; must be enrolled in an accredited university/college program pursuing a degree in business, economics, accounting, or another relevant field.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel).
- Excellent written and verbal communication skills.
- Self-directed and able to work without supervision.
- Energetic and eager to tackle new projects and ideas.
- Must be able to operate with discretion when dealing with confidential or sensitive material.

Position Duties and Responsibilities:

- Answer phone inquiries, direct calls, and provide basic company information.
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, etc. as needed.
- Manage databases and input information, data, and records.
- Perform industry related research.
- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails.

Please submit resume to Tiffany Anderson at tanderson@pickawayprogress.com

Pickaway County Port Authority - 1360 Lancaster Pike, Suite 111 - Circleville, OH 43113

(740) 420-6498 www.pickawayprogress.com