



## Community and Economic Development Associates Position Description:

### Intern

*Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Intern.*

*Interested, qualified individuals may submit resume and cover letter to [teri.root@cedausa.com](mailto:teri.root@cedausa.com)*

**About the Organization---** CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development services to rural communities and counties in Minnesota, Iowa and Wisconsin currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at [www.cedausa.com](http://www.cedausa.com).

**Position---** Internship

**Location---** Hybrid - Pelican Rapids, MN

**Number of Openings---** 1

**Hours---** Part-Time

**Reports to---** Regional Manager

**Salary Range---** \$20 per hour

**Position Description---** This internship provides hands-on experience in various aspects of economic development; including grant writing, data reporting, business outreach, program development, management and marketing. Responsibilities could include (but are not limited to):

- **Grant Writing and Reporting:**
  - Assist in identifying grant opportunities that align with community, business and organization goals.
  - Prepare and submit grant proposals, ensuring compliance with all requirements and deadlines.
  - Support the collection, analysis, and reporting of data related to grant-funded projects.
- **Business Visits and Outreach:**
  - Conduct visits to local businesses to gather feedback, assess needs, and provide information on available programs and resources.
  - Support the planning and execution of events or meetings to strengthen relationships with community leaders and business stakeholders.
  - Share pertinent information with businesses.
- **Program Development and Implementation:**
  - Assist in researching and designing new programs to address community and economic development needs.
  - Support the roll-out of initiatives, including: marketing, communication, and logistics coordination.
  - Monitor program effectiveness by collecting and analyzing data and preparing summaries for internal and external stakeholders.
- **Administrative Support:**
  - Manage documentation, including maintaining files and tracking progress on projects.
  - Contribute to department reports and presentations for stakeholders.
  - Collaborate with team members on various tasks and projects as needed throughout CEDA's various departments as needed.

**Qualifications---** CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. Applicants must have a valid driver's license and reliable means of transportation.

- Preferred candidates will possess the following skillset:
  - Excellent Oral and Written Communication Skills
  - Excellent Public Speaking Skills
  - Experience with Microsoft Word, Microsoft Excel, Google Suite and Canva
  - Detail Oriented
  - Self-Motivated
  - Ability to manage multiple projects and responsibilities simultaneously

**Non-Discrimination Statement---**

Community and Economic Development Associates (CEDA) is an Equal Opportunity Employer committed to creating a diverse workforce. We will not discriminate against any employee or applicant based upon characteristics protected by law. We welcome and encourage people of all life experiences and backgrounds to apply.