



CITY OF TACOMA
invites applications for the position of:
**Part Time Intern - Re-
open**

An Equal Opportunity Employer

SALARY

Hourly
\$12.18 - \$15.61

OPENING DATE: 06/21/17**CLOSING DATE:** 07/31/17 05:00 PM**POSITION
DESCRIPTION:**

PLEASE NOTE: If you have applied within the last 30 days, you will not need to re-apply.

The City of Tacoma's Economic Development Services Division is seeking to hire a part-time intern to provide support to the Project Manager in the area of Marketing and Downtown Office Recruitment. Under staff supervision and training, the Intern will conduct research and analysis about private sector companies that may consider opening downtown office locations in Tacoma, prepare written and verbal marketing materials and support the Director and Project Manager by contacting company executives by telephone, letter and email to secure appointments. Assistance with planning and implementing special events related to Office Recruitment will be included. The efforts will be conducted from an office location at the Tacoma Municipal Building.

This position offers the selected candidate hands on experience in the fundamentals of economic development recruitment and company site selection practices along with the opportunity to provide valuable support to job creation activities for the City. The position will also assist in marketing efforts in preparing brochures and packets to be sent to business prospects.

Educational Benefits:

Educational benefits to be derived by students in this job include experience in business analysis, marketing and sales:

- Strategies for analyzing private sector companies, organizing such information and reporting to City management and executive leadership
- Preparing and developing tailored information into "elevator speeches" and graphics that provide persuasive means of attracting private sector executives to consider a business location in Tacoma
- Contacting private sector executives and winning an audience for the Director.

Hours and Terms of the position:

The hours for this position will be 12 – 20 hours per week for 12 months up to 1000 hours, including in office duties during university holidays. The exact schedule will be negotiated with the selected candidate but will be within the timeframe of Monday – Friday from 8 a.m. – 5 p.m.

QUALIFICATIONS:

- Graduation from high school or GED equivalent

- To be considered, candidates must be enrolled in a four year degree or graduate program at an accredited university. Preferred degree programs should be related to business, economic development or urban studies.

Location and Physical Requirements of the Position:

This position requires being able to work at a desk in an office environment and conduct research by computer and telephone. Must be able to lift at least 20 pounds, hear and speak clear, concise English.

KNOWLEDGE & SKILLS:

- Knowledge of research methodology.
- Strong oral communication skills and effective ability to perform "cold calls" both in making the call and drafting letters on behalf of the Department Director to business prospects.
- Skill using personal computers, the internet, as well as the Microsoft Office suite of software and the following software programs: Word, Excel and PowerPoint.
- Analytical skills, i.e., being able to discern and represent trends and facts from data and information statements in corporate reports.
- Experience making attractive marketing materials such as fliers using computer software.
- Self-motivation and an ability to work with minimal supervision.
- Ability to dress and behave appropriately in a professional office environment.
- Ability to write clear, concise and persuasive recommendations, reports and letters.
- Ability to verbally communicate clearly, concisely and persuasively using language that is appropriate to a business context.
- Ability to effectively take direction and work collaboratively with others, as well as understanding project assignments and requesting clarification as needed.
- Ability to show consistent progress and meet deadlines.
- Ability to effectively communicate verbally and in writing, using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

SELECTION PROCESS & SUPPLEMENTAL INFORMATION:

All interested individuals must attach a **resume** that includes past educational and work experience and a brief **cover letter** stating why you want to participate in this internship. Include **three professional references**, which may include references from education professionals.

Applicants who have the strongest backgrounds related to the responsibilities of this position may be invited to participate in the interview process. Appointment shall be subject to passing a background check.

Communication from the City of Tacoma:

We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or neogov.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

The online application system requires you to enter a substantial amount of information. Be prepared to spend at least an hour entering information. In order for your application materials to be considered, all information must be submitted by the closing date and time listed on this job announcement.

For assistance with the NEOGOV application process, questions regarding this job announcement, or if you are experiencing complications while applying, please contact the Human Resources office at (253) 591.5400 by 4:00 pm of the closing date of the job announcement. This will allow us to assist you before the job announcement closes.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department

747 Market Street

Tacoma, WA 98402-3764

253-591-5400

Teresa.dent@cityoftacoma.org

Job #4602-K17

PART TIME INTERN - RE-OPEN

TD

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Part Time Intern - Re-open Supplemental Questionnaire

- * 1. INSTRUCTIONS: This supplemental questionnaire will be used to determine whether you meet the minimum qualifications for this position and as a tool to screen applications prior to an in depth look at your application materials. These questions should be completed thoroughly and honestly. Your responses to these questions may be assessed through the interview and reference check process. Any sign of deliberate misinformation or intentional exaggeration will result in disqualification from the hiring process and possible bar from future employment opportunities with the City of Tacoma. I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Please indicate "Yes" to show that you have read and understand these instructions.
 - Yes
 - No
- * 2. Are you currently enrolled in a degree or graduate program at an accredited university?
 - Yes
 - No
- * 3. What is the name of the degree program in which you are enrolled and how does it relate to the described position?
- * 4. What would be three key factors that would signify a company might open an office location in downtown Tacoma?
- * Required Question