

CITY OF JANESVILLE DIVERSITY STATEMENT

The citizens of Janesville choose this community, not just as a place to live, but as a place to realize life's opportunities. We strive to sustain a community culture where differences are recognized, understood, and appreciated. As such, the City of Janesville recognizes the importance of developing an environment where diversity is not merely accepted but embraced and celebrated. As public servants, we believe everyone has the right to be treated with dignity and respect. To this end, we will diligently recruit and retain the most talented employees in an environment that fosters maximizing one's potential. Therefore, we encourage individuals from all backgrounds, perspectives, and experiences to consider employment with the City of Janesville and serve the residents of "Wisconsin's Park Place."

DESCRIPTION: The City of Janesville is seeking qualified applicants for a summer internship opportunity assisting with marketing campaigns, data management, surveys and website information in the Economic Development Office. This position will perform a variety of day-to-day economic development activities and project work related to marketing and promoting the city's tax increment finance districts and the downtown.

Essential Duties:

Duties will include, but are not limited to the following:

- Update data and information on city website
- Survey pedestrian traffic counts downtown
- Conduct research on potential projects, programs or activities
- Use ArcView to create maps for economic development projects
- Prepare public information/educational materials for area businesses
- Various administrative tasks

Requirements:

Minimum Qualifications: Bachelors Degree in Planning, Economic Development, Business Administration, or related field. Current or enrolled graduate student in urban planning program or related field preferred. Ability to maintain confidentiality of the Economic Development Office and the City of Janesville and be trustworthy.

Knowledge, Skills and Abilities:

- Knowledge of modern principles and practices of economic development.
- Knowledge of public relations, promotional techniques and marketing.
- Ability to communicate effectively in verbal and written form.
- Knowledge of and proficiency in the use of Microsoft Office Suite.
- Knowledge of and proficiency in the use of ArcView and other mapping programs desirable.
- Knowledge of survey tools to gain community support.

Supplemental Information:

Period of Employment: Summer 2017

Hours: Office hours are generally 8:00 am to 4:30 pm.

Compensation: \$14/hour up to 400 total hours.