

KIPDA

Position Description

Class Title: Economic Resiliency Internship - Grant Funded Position

Department: Community and Economic Development (CED)

Supervisor: Director of Community and Economic Development

Supervises: None

Class Characteristics: Under general direction, this position will assist KIPDA's Economic Resiliency Planner with efforts to implement Economic Development Administration (EDA) COVID-19 Pandemic Response Funding with Economic Development Recovery and Resiliency Plan Goals. The Economic Resiliency Intern will assist with research and development of the Recovery and Resiliency Plan, including obtaining survey responses from the community, businesses, and local government officials in the KIPDA region. This position will research the economic and social impacts of the COVID-19 pandemic, provide analysis, and develop the online plan; performs related duties as required. This is part-time position at 20 hours per week. Grant funding for this position will expire on June 30, 2022.

Essential Duties and Responsibilities:

1. Assist with research and development of the online Recovery and Resiliency Plan.
2. Distribute information to cities and counties; attend and present information at fiscal court, city council, and other pertinent meetings as requested.
3. Assist with the maintenance of the Resilient Kentuckiana web-based hub for COVID-19 resources and plans.
4. Present final Recovery and Resiliency Plan to the KIPDA Board of Directors for approval.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's Degree in Resilience, Disaster Response, Disaster Mitigation, Geography, Public Administration, Business Administration, Planning, Environmental Science, or a related field.

Knowledge, Skills and Abilities:

Knowledge

1. Knowledge of federal and state laws and administrative regulations applicable to areas of responsibility.
2. Knowledge of the principles and practices of regional planning and research methods used in regional planning.
3. Knowledge of statistics and applied data research techniques, including knowledge of applied electronic data processing capabilities.
4. Knowledge of local government operations, organization, functions, and problems.
5. Familiarity with recent COVID-19 legislation and funding opportunities.
6. Understanding of Adobe Creative Suite, ArcGIS, Tableau applications.
7. Experience with web-based development preferred.

Skills

1. Strong verbal and written communication skills including presentation development and technical communication.
2. Proficiency in the use of computers and other office equipment.
3. Problem solving, reasoning, and organizational skills.
4. Positive customer service attitude in all aspects of work.
5. Must have high level of interpersonal skills to handle sensitive and confidential information.
6. Position continually requires demonstrated poise, tact, and diplomacy.

Abilities

1. Ability to work in a fast-paced environment with demonstrated ability to juggle, prioritize, and organize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
2. Must have strong attendance and punctuality traits.
3. Must have strong organizational abilities and decision-making skills.
4. Ability to initiate, organize, and manage programs; assess the effectiveness of outcomes and refine methods of service delivery as needed
5. Ability to systematically compile and interpret technical and statistical data.
6. Ability to produce work that requires accuracy with few errors.
7. Ability to establish and maintain effective working relationships with public officials, employees, and the public with tact and diplomacy.

ADDITIONAL REQUIREMENTS

1. Very general instructions; must use own judgement most of the time.
2. This position requires travel and off-site work; valid driver's license and insurance required. Irregular hours may be required of this position.
3. Must be able to occasionally attend evening and weekend meetings and trainings.

ADDITIONAL INFORMATION

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work may be reviewed through oral and written reports, or through spot checks by supervisor of completed tasks.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Decisions and Judgements: Problem solving, and judgement is required when working with project planning; data development and analysis; preparing reports; attending and organizing meetings; and preparing goals, objectives, and strategies.

Tools, Equipment, and Vehicles Used: Basic office equipment and use of personal vehicle.

Physical Demands: Work is typically performed indoors at a desk or table; must lift objects weighing in excess of 25 pounds; work is occasionally performed outdoors must operate a vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Use of confidential information is uncommon

Mental Effort: Heavy

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Overtime Provision: Exempt

Beginning Salary Range – \$20.00 per hour at 20 hours per week

To Apply – Email cover letter, resume and transcripts to kellytyra.cecil@kipda.org; deadline to apply is until the position has been filled.

EOE