Internship Description: Summer 2021

(Must be Work-Study eligible OR Credit Approval w/Advisor)

Title: Business Engagement Intern

Location: 50 Merchants Row | Rutland, VT | Opportunity for Remote Position

Work Hours: 10-20 hours based upon need and availability of the most appropriate candidate.

Dates: Monday – Friday through Summer 2021 (Opportunity to start immediately)

Pay: Based upon current pay scale table

Chamber & Economic Development of the Rutland Region (CEDRR) is a non-profit organization which focuses on economic development in Rutland County, which includes ways to attract young professionals and recent college graduates to live, work, and play in this region. CEDRR is currently looking for an energetic student to work part time (approximately 10-20 hours per week) during normal business hours as their economic development assistant to assist with a variety of ongoing projects. For the right candidate, there may be an opportunity to extend this internship beyond Summer 2021.

INTERNS WILL LEARN AND BE EXPOSED TO:

* A variety of professional networking opportunities
* Real world knowledge and understanding of careers in Rutland County
* Relationship building opportunities with multiple representatives of the business community, particularly among human resources personnel
* Participation in regular staff, committee, and board meetings

RESPONSIBILITIES:

1. Interfacing with businesses to ensure the proper maintenance of CEDRR’s online job board
2. Working with CEDRR staff to promote the CEDRR online job board
3. Maintain a basic understanding of available jobs in Rutland County
4. Providing perspective for CEDRR projects and discussions
5. Supporting the CEDRR staff with filing, greeting visitors and answering the phone
6. Exhibit and maintain a positive attitude
7. Other general duties as assigned

TO BE SUCCESSFUL STUDENTS SHOULD HAVE:

1. Ability to be organized,
2. Multitasking skills,
3. Excellent communication skills through a variety of mediums,
4. The ability to work independently and among a team,
5. Comfort and familiarity with basic computer software,
6. Reliable transportation.

For more information about this opportunity, please contact Kim Rupe at [kim@rutlandeconomy.com](mailto:kim@rutlandeconomy.com)