

MuniProg, Paraprofessional-Intern

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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PLEASE NOTE: Mozilla Firefox® is the preferred Browser, version 3.5 and later

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Position Information

Position Information

Posting Title	Intern
Job Requisition Number	COA077304
Position Number	T77505
Job Type	Part-Time
Division Name	Economic Development
	Minimum Qualifications: Graduation from an accredited high school or equivalent, plus one (1) year of experience in general clerical/secretarial experience.

Minimum Qualifications Any combination of education and/or work experience will substitute for minimum qualifications.

Licenses and Certifications Required:
None.

Notes to Applicants

This is a part-time Intern position with no city benefits. Expected number of hours worked is between 15-20 hours per week.

Pay Range \$13.50/hour (firm)

Hours This is a part-time position of 15 to 20 hours per week. Intern will work with direct supervisor to set approved, flexible schedule due to school obligations.

Job Close Date 11/14/2017

Type of Posting External

Department Economic Development

Regular/Temporary	Temporary (No benefits)
Grant Funded or Pooled Position	Not Applicable
Category	Internships
Location	One Texas Center, 505 Barton Springs Rd, Austin 78704 Small Business Program INTERN:
	<p>OBJECTIVE: Support the Economic Development Department's Small Business Program with customer support for information and referral on assistance available for small businesses in city development and redevelopment activities.</p> <p>Specific key tasks include:</p> <ol style="list-style-type: none"> 1. Provide support to small business educational programs and activities; 2. Marketing materials preparation for Outreach presentations and special events; 3. Draft content for marketing materials and support for social media; 4. Research to find relevant small business data and to correlate data into a usable format; 5. Data entry using Excel or Small Business Program's in-house databases; 6. Duties in support of other small business program services, as assigned. <p>MINIMUM QUALIFICATIONS: Currently pursuing an associate's or bachelor's degree or post secondary education certification. Possess academic performance that is considered in good academic standing by the college/university standards; prefer at least 6months experience in marketing, public relations, research or business platforms.</p> <p>PREFERRED QUALIFICATIONS:</p> <ol style="list-style-type: none"> 1. Experience in marketing, public relations or professional communication. 2. Ability to develop concise business reports. 3. Proficiency in conducting research using the internet and online databases. 4. Ability to communicate effectively and professionally across social media platforms. 5. Competence in using all Microsoft Office products including Word, Excel, PowerPoint, and Publisher. 6. Experience entering data. <p>DUTIES, FUNCTIONS AND RESPONSIBILITIES: Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.</p> <ol style="list-style-type: none"> 1. Gathers data to meet specific project objectives by using various informational sources.
Preferred Qualifications	

2. Analyzes data to determine trend, discrepancies or other specific departmental business issues.
3. Prepares draft content for marketing materials and social media.
4. Manages data and data entry using Excel or comparable program.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of city practice, policy and procedures;
- Skill in oral and written communication;
- Skill in handling multiple tasks and prioritizing;
- Skill in using computers and related software;
- Skill in establishing and maintaining good working relationships with other city employees and the public;
- Skill in effective and professional oral and written communication;
- Skill in exercising good judgment, tact and diplomacy in all public dealings;
- Ability to plan and execute tasks with minimum supervision;
- Ability to work as an effective team member;
- Ability to manage multiple and competing priorities and meet deadlines.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Greet visitors
2. Answer multi-line telephones
3. Direct customers
4. Contact vendors & solicit bids
5. Sort, deliver & pick-up of mail and funds collected
6. Maintain, record, enter, research, and retrieve data
7. Type letters, memos, forms, etc.
8. File administrative documents
9. Verify accuracy, completeness, and reconcile data
10. Order & issue various office supplies and materials

Responsibilities – Supervisor and/or Leadership Exercised:
None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Duties, Functions and Responsibilities

Knowledge, Skills and Abilities

- Knowledge of applicable processes, techniques, and methods.
- Knowledge of city practice, policy, and procedures.
- Skill in handling conflict and uncertain situations.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.

Skill in data analysis and problem solving.
Ability to establish and maintain effective communication and working relationships with city employees and the public.
Ability to work with frequent interruptions and changes in priorities.

Does this job require a criminal background investigation?

This position does not require a criminal background investigation

EEO/ADA

City of Austin is committed to compliance with the American Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please call (512) 974-3210 or TTY (512) 974-2445.

Information For City Employees: If you are an employee within

the department, are in good standing and meet both the minimum and preferred qualifications, then you will receive an initial interview.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you enrolled in an undergraduate degree program? What is your current major or field of interest?

(Open Ended Question)

2. * Briefly describe your administrative support skills and experience.

(Open Ended Question)

3. * What is your experience in community outreach, stakeholder engagement, social media campaigns, and/or preparing marketing materials?

(Open Ended Question)

4. * Why are you interested in working with the Small Business Program within Economic Development Department?

(Open Ended Question)

Optional & Required Documents

Required Documents

1. Cover Letter
2. Resume

Optional Documents

Interested? Apply via the “Apply for this Job” link at the following no later than 11/14/17:
<https://www.austincityjobs.org/postings/63322>.