



Economic and Community Development Intern

Reports to: Director of Economic and Community Development

Compensation: \$15-\$18/hour depending on qualifications

Role Duration: 12 Weeks

The Organization: The African Career Education & Resources, Inc. is the leading issue-based community organization working to uplift and amplify the African Diaspora to build power for systemic change that advances racial and economic equity in communities.

Description

The African, Career, Education, and Resource Inc. (ACER) is seeking a motivated individual for the Economic Development Internship Position. The intern will work closely with team members in the Economic and Community Development (ECD) department. The ECD team is responsible for engaging with aspiring and current entrepreneurs about their business venture, guiding the development of local community projects, and advocating for equitable policies for business resources.

Examples of Duties

Work is performed under the direction of the Director of Economic and Community Development.

Hours vary depending on Intern availability. The position includes some evening and weekend meetings/events.

Typical duties include:

- Conducting outreach to and communicating regularly with local micro businesses. This may include canvassing local business districts and planning virtual or in-person events;
- Implementing strategies to connect local entrepreneurs to available business resource opportunities;
- Work alongside community partners to advance departmental goals;
- Assist in the creation of structure to support and promote non-brick and mortar ventures;
- Attending meetings;
- Implementing items outlined in the 2022 Economic and Community Development Strategic Plan;
- Other duties as assigned.

Knowledge, Skills, and Abilities required to be successful are:

- Interest in local community development, including micro businesses, entrepreneurship, equitable development, etc;



- Strong interpersonal skills and ability to connect with individuals across a diverse background;
- Creative thinking, problem-solving, and analytical skills;
- Strong writing and communication skills;
- Self-motivated with the ability to work independently and complete tasks on time;
- Proficiency in Google and Microsoft Office suite.

Typical Qualifications

MINIMUM QUALIFICATIONS:

Coursework in undergraduate or graduate programs in economics, planning, business, administration, urban studies, or a related program.

DESIRABLE QUALIFICATIONS:

- Foreign Language Skills
- CRM or database management experience

To Apply

- A cover letter stating your interest, availability, and general qualifications
- A resume outlining your education, skills, and experience
- Please include three references (they can be from previous work experience or professors)

The applications will be reviewed on a rolling basis and the position will remain open until filled.

Please submit your complete application via email to dbutler@acerinc.org, with the following subject line: “your name – Economic Development Internship Position”