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## 2021-22 STUDENT INTERN JOB DESCRIPTION

The Economic Alliance of Kankakee County is a not-for-profit public/private partnership responsible for coordinating county-wide economic development initiatives. The Alliance is seeking a student intern to perform duties that include the following:

- Assist in managing several client databases
- Perform administrative duties (e.g. answer phone, print, schedule meetings, mailings)
- Collaborate with multiple county-wide organizations in working toward the advancement of the community
- Assist in maintaining key datapoints in shared sheets
- Assist in managing projects assigned to design vendor
- Maintain and update EAKC and partner websites, including real estate portals
- Assist in planning/executing special events and projects

### Qualifications/expectations include:

Business, Marketing, Economics or a related field of study

- Microsoft Office (Excel, Power Point, Word) competency
- Ability to work on multiple projects simultaneously
- Detail oriented
- Able to communicate across multiple platforms
- Flexible work hours; remote-work friendly

**Compensation:** \$10/per hour plus expenses, possible class credit

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