

Community Futures Elk Island Region Intern Job Description -Vegreville Position-

Term: 18 Months

Hours of Work: 40 Hours/week (some evening & weekend hours are to be expected)

Regular Office: located in Vegreville; however some travel is to be expected (some hours spent in Two Hills' location)

Overtime: Hours exceeding 40 hours may be required, but time in lieu will be available.

Supervisor: Community Futures Elk Island Region Management

Apply to: bradgara@telus.net **fax to: Attn: Brad Gara 780-632-6064**

Applicants need to be recent (within last five Years) university/college graduates in field deemed related to the diversification of the rural economy (business, engineering, economics, etc); demonstrated prior experience in community or economic development leadership.

Intern Project

The initial assignment for the intern would be to survey local businesses to understand their needs and desires for a downtown revitalization project. The survey would also identify how Community Futures Elk Island Region, the Town of Vegreville, Vegreville & District Chamber of Commerce, and Vegreville Economic Development Board can better serve the business owners.

To attract new businesses to the area, the intern will look at facilitating a franchise trade show during Small Business Week 2010. Also the intern would look at reorganizing the Town of Vegreville's websites to make it more business friendly (ie. development permits, business licences able to be completed and submitted online).

Business owners have already expressed interest to increasing traffic to the downtown core by having a weekly Main Street Market during the summer months. This market would combine the local Farmers Market with sidewalk/store front sales and would be held during the summer months. The intern would help organize this for the summer of 2010/2011.

Responsibilities

Survey of Businesses

- assist in development of survey
- survey businesses
- compile and summarize survey results
- assist in implementing survey recommendations
- assist in website changes in relation to survey recommendations

Small Business Week 2010 and 2011

- assist/facilitate events for the two small business weeks
- promote events
- assist in planning and staging events
- report on event participation and outcomes

Main Street Market

- assist in promoting and staging markets
- assist coordinating of all market events
- assist in managing the market
- report on market participation & outcomes

Other Responsibilities

- assist project partners in all areas of the above objectives and other items that may be identified throughout the internship

