

The Punxsutawney Area Chamber of Commerce, Inc. in partnership with the Jefferson County Development Corporation seeks a summer intern to support local economic and community development initiatives. Student will gain valuable experience being mentored by seasoned professionals as they seek to achieve objectives of the job description. This internship experience will be personally and professionally rewarding as successes are achieved in the growth of a rural community and County. Students interested in business, regional planning, community development, nonprofit engagement, and communications will find applicable and transferable skill development. Internship hours are variable but could accumulate up to 250 hours, if desired. Interested students should contact:

Robert A. Cardamone, Executive Director
Punxsutawney Area Chamber of Commerce, Inc.
chamber@punxsutawney.com or text (814) 952-3341

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JOB DESCRIPTION

JOB TITLE: Researcher		FLSA STATUS: Non-Exempt
SUPERVISOR: Chamber Director / JCDC Director	PAY RATE: N/A	SUPERVISOR RESPONSIBILITIES: No

ESSENTIAL DUTIES:

1. Identify and establish a database of County vacant commercial space information.
2. Meet with area realtors and minor civil division supervisors to determine commercially available space.
3. Create digital and non-digital marketing materials intended to identify commercially available space.
4. Create property tables available to the public, chambers, and economic development entities.
5. Create County and community marketing information for distribution to potential site selectors.
6. Assist with public relations and marketing materials.
7. Networks and engages stakeholders to increase awareness of local problems and advocates for community solutions.
8. Assist with general business management tasks.
9. Submits risk management input; recommends solutions; assists with risk mitigation.
10. Participants in trainings and meetings; travel may be required.

EMPLOYER COMMITMENTS

1. Business,

The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job description are: