Economic Development LTE/Intern

The BLRPC is seeking an Economic Development LTE or intern to assist with a variety of economic development related projects. This position will work under the direction of the Economic Development Planner. The LTE/intern will assist with administering the WEDC Main Street Bounceback Grant program for the Commission within the Bay-Lake region. This grant awards $10,000 to eligible businesses in Wisconsin that move into or expand into vacant commercial spaces. The LTE/intern will be responsible for communicating with applicants and maintaining the grant database that the Commission has developed. Additional roles may include assisting the Economic Development Department with data collection and analysis for a Housing Study, the Commission’s 5-year update of the region’s Comprehensive Economic Development Strategy (CEDS), and other planning documents.

Position Title: Economic Development LTE/Intern

Compensation: $15.00 - $20.00/hour (Negotiable depending on experience)

Hours: 20 – 40 hours/week

Start Date: Beginning in June and continuing through December 2022.

Anticipated Responsibilities:

- Communicate via email and phone with grant applicants; answer questions and provide guidance and resources
- Maintain the Main Street Bounceback Grant Program database and assist with reviewing complete applications
- Assist with data collection and analysis for economic development plans
- Travel and visit businesses throughout the region, as necessary
- Other duties as assigned

Relevant Skills and Experience:

- Excellent communication and problem-solving skills along with the ability to work independently and collaboratively with others
- Good research skills with experience analyzing data and drawing conclusions
- Ability to balance various assignments, prioritize tasks, and meet deadlines
- Proficient in Microsoft Office Suite programs, specifically Excel and Word
- Ability to interact professionally with staff and associates
- Time-management and organizational skills

Application Instruction:
To obtain an application, visit Bay-Lake RPC’s website or contact Bay-Lake RPC at (920) 448-2820.

Please submit a cover letter, resume, and references via email to the Managerial Assistant or via mail to the following address:

Bay-Lake Regional Planning Commission
1861 Nimitz Drive
De Pere, WI 54115
Attn: Sydney Swan

Bay-Lake RPC is an Equal Opportunity Employer.