POSITION AVAILABLE: Economic Development / Public Policy Director (Intern) - SWM Chamber of Commerce

POSITION REPORTS TO: Chamber President

ORGANIZATION MISSION: The Southwest Metro Chamber of Commerce serves to strengthen our member businesses, and stimulate regional prosperity.

SUMMARY OF POSITION:
The South West Metro Chamber of Commerce is a Regional Chamber servicing the communities of Chaska, Chanhassen, Carver, Victoria and the surrounding area. This newly formed chamber is now one of the 10 largest chambers in the State of Minnesota. The chamber has approximately 450 members and is anticipated to see a dramatic growth in this membership over the next 2-5 years, related to new economic development and the opening of New Highway 212 to the area. The Chambers seeks an Economic Development / Public Policy Director (Intern) that can help coordinate the work of the chambers Economic Development Committee and the Public Policy Committee. This position will work closely with the chamber: President, committee chairs and the Chamber Board in development and implementation of a work plan for the 2009-2010 year. This 12 month internship will provide the right candidate the opportunity to be a part of some of the major growth and development in the Southwest Metro Area.

RESPONSIBILITIES:
- Attends all meetings of the Chambers Economic Development Committee, Public Policy Committee, provides leadership for committee work, put together committee agenda, keeps the minutes of the committee, assists the Chair in the development of annual work plan and implementation of the plan.
- Assists in development and planning initiatives of the chamber and business community.
- Assists in Grant writing for specific projects that are identified as priorities for the chamber
- Actively represent the Chamber in civic and community affairs and local organizations as required
- Coordinates with respective area economic development officials to include: Carver County CDA, City of Chaska, City of Chanhassen, City of Carver, City of Victoria, Southwest Transit, Metro Council and others.
- Position will work from office space provided at the chambers office in Chaska MN.
- Intern will assist in the publishing of a coordinated regional economic development plan by the end of the program.
- Intern will also assist in the development of a process resulting in an annual public policy agenda for the business community
- Complete other tasks as designated by the Chamber President

QUALIFICATIONS:
- Undergraduate BA/BS degree. Enrolled in a graduate degree program in Public Policy or equitant level program.
- Proven leadership and relationship management experiences/skills, Good communication skills, good written skills and attention to detail.
- Enthusiasm and desire to help reach the organization’s goals
- Computer experience including Microsoft Word, Microsoft Excel and a Membership Data Base System is desired
- Demonstrated ability to effectively work with volunteers, plan and conduct effective meetings.
- A strong understanding of what a Chamber of Commerce is and the role it plays in the community

TIME COMMITMENT: Day time flexible hours (10-15 hours a week to 50 hours a month) some time spent at the chamber offices in Chaska, MN and some time allowed for out of office work.
Time is spent supporting committee meetings that are usually during the lunch time hours, some evening commitments to attend an occasional City/County/Council meeting as required. Most of the work will be during day time making calls, collecting data and meeting/networking with area business and civic leaders.

COMPENSATION/BENEFITS: Position offers a $500.00 a month stipend and expenses for this 50 hour a month commitment – 12 month Internship (600 total hours). No benefits provided.

To apply for position, please email/mail cover letter and résumé:
Deadline for applications is 31 OCT 2009
South West Metro Chamber of Commerce
Chamber President – Deb McMillan - deb@swmetrochamber.com
564 Bavaria Lane Suite 100 Chaska, MN 55318