

Job Title: COVID Research Intern
Reports to: Executive Director
Term: 4 Months (May through August)

Job Summary

Under direction of the Executive Director, is responsible for performing research and outreach assistance to assist the Central South Dakota Enhancement District complete its COVID-19 Recovery and Resiliency Plan. This project requires working with District staff and a project contractor to help develop a regional scale assessment and recovery plan of COVID-19 impacts on local communities, businesses, and local governments. The successful applicant will assist the District in compiling data and research for inclusion in the Plan, assist in development of recovery recommendations and facilitation of local outreach efforts, and performing related work as required.

Examples of Duties

- Provides administrative assistance of state and federal programs for community and development projects.
- Provides technical assistance on economic and community development. Provides technical assistance to local governments and those groups and entities participating in area-wide economic and community development assessments and activities.
- Conducts concentrated research on rural and economic development issues related or attributable to COVID-19.
- Compiles data and outreach input into usable reporting sets via MS word, MS Excel, MS Publisher, and MS PowerPoint.
- Assists Project contractor to develop the COVID-19 Recovery & Resiliency Plan.
- Assists in developing and performing regional outreach efforts to gather information related to local COVID-19 impact within counties and communities served by the Central SD Enhancement District.
- Prepares reports on programs, issues, and activities for which he/she is responsible.
- Performs other tasks as assigned by the Executive Director

Skills

- Must have willingness to gain knowledge of governmental agencies and processes related to economic and community development, public health, and local COVID resource response processes.
- Must have the ability to present research and findings to CSDED staff and COVID project development team.
- Must have ability to assist development of public presentations.
- Must be able to work under limited supervision.
- Must have the ability to work as part of a team.
- Must possess excellent communication skills, orally and written.
- Must possess good computer skills in the areas of word processing, spread sheets, power point, data bases, etc.
- Must be able to tactfully work with a variety of people.
- Must be able to maintain confidential information.
- Must be able to establish and meet work production deadlines.

Education/Work Experience

- At minimum working towards a BA or BS degree in community and regional planning, public administration, political science, or related disciplines or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Other Factors

- Will attend evening meetings within the District, as necessary.
- This is an hourly position requiring 40/hrs per week of time allocated to day and evening hours based upon research and public outreach needs.
- Incumbent is required to live in the Pierre, SD area during the internship period.
- No health or supplemental benefits are provided or available with the position, to include retirement benefits.
- Must be able to meet the travel needs of the position, including access to a personal vehicle for occasional office business.
- Must have or be able to acquire a valid driver's license prior to employment.