



## **Graduate Intern (Office of Economic Vitality)**

Office of Economic Vitality  
MWSBE Division  
Hourly Rate: \$13.00 per hour

The Office of Economic Vitality Minority, Women and Small Business Enterprise (MWSBE) Division is seeking a dynamic Graduate Intern to join its team. The Office of Economic Vitality is Tallahassee-Leon County's economic development organization. OEV administers economic development programs and recruits businesses to the Tallahassee, Leon County, and surrounding areas, as well as administering the Minority, Women, and Small Business Enterprise Programs. For more information on OEV, please visit <http://oevforbusiness.org/>.

This is part-time paid internship opportunities for a period from two semesters up to one year assisting in the performance of a variety of management/evaluation studies and administrative duties. OEV is seeking a self-starter with a strong work ethic and willingness to take initiative and be proactive. The intern works under immediate supervision and participates in on-the-job and other training involving minority and women owned businesses, workforce development organizations, chambers of commerce and project managers with the City of Tallahassee, Leon County government and the Blueprint Intergovernmental Agency.

### **Minimum Training and Experience:**

#### **Graduate Intern**

- Possession of a bachelor's degree and current enrollment in course work for a master's degree in public administration, business or information technology.
- Applicants should have an understanding of and experience with computer software.
- Knowledge and experience using Microsoft Excel, Powerpoint, and Word, as well as MS Teams.
- Ability to take initiative and be a self-starter.
- Strong organizational skills.
- Ability to manage multiple tasks.
- 25 hours per week is required for the internship.



### **Necessary Special Requirement**

At the time of application applicants must be authorized to work in the United States and must have a cumulative grade point average of 2.75 or above.

- Utilization of MWSBE contract compliance software, B2GNow. (instruction provided)
- Reviewing certification applications.
- Providing technical assistance for minority and women owned businesses.
- Review of final payments for completed projects in B2GNow.
- Accompany staff on site visits
- Provide administrative support as needed.
- Other duties as assigned.

### **CLOSING DATE: January 15, 2021**

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>. Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer