

**POSITION OPENING  
CITY OF ISANTI**

**Economic Development Internship**

The City of Isanti is hiring an outgoing, motivated individual to assist the Community Development Director with various duties that include community and economic development projects, research and coordination of activities and project management. They will also assist in creating and updating marketing materials, MS4 (stormwater inspections), building permits/administration, planning and zoning in the community, the annual Mayors Luncheon with local businesses and more. This position will work closely with the Community Development Director, Community Development Specialist, and the Building Official.

This is a part-time internship: 20-29 hours per week, flexible scheduling starting in May or June until August 2023. Candidates must be able to work flexible hours Monday-Friday.

**Hourly rate: \$14.50-16.00**

**Minimum Qualifications:**

- High school degree or equivalent
- Valid driver's license
- Experience with Microsoft Office and publication (design/layout) programs
- A student in an undergraduate degree program in planning, economic development, marketing, business administration or similar field of study

Resume, cover letter and application are required for consideration by applying on the City of Isanti website at: [www.cityofisanti.us](http://www.cityofisanti.us)

**Application deadline:** March 27, 2023 at 4:00 p.m.

Interviews may take place prior to deadline.