

CITY OF JORDAN, MINNESOTA

Community Development Intern

The City of Jordan is seeking a part-time intern to join the Planning Department. The job duties are roughly 75/25 between planning and economic development functions. Planning duties can include: evaluating land use and development proposals; responding to inquiries about the development process, zoning and subdividing; research and prepare reports for the EDA, Park and Recreation Commission, Planning Commission and City Council. Economic Development duties can include: assisting potential new businesses in site analysis, including demographics, taxes, fees, other development & related information, assist in promoting, recruiting, evaluating and facilitating prospective clients through development process, ensuring the City and EDA/HRA goals and visions are consistently and successfully communicated to the public and assisting with marketing the city and its revitalization programs.

Requires a Bachelor's degree (or in process of obtaining same) in Planning or Urban and Regional Studies or closely related field. Some professional experience in municipal planning is preferred. Hourly wage is set at \$15.00 per hour. Submit completed city application, cover letter and resume to: Deputy City Clerk, Mary Lein, mlein@jordanmn.gov City of Jordan, 210 East First Street, Jordan, MN 55352. Download city application and job description from the city's website at www.jordanmn.gov Applications accepted until 5 p.m., Monday, May 20.