



NOTICE OF VACANCY ANNOUNCEMENT

The North Louisiana Economic Partnership is a non-profit organization focused on marketing the fourteen parishes as a competitive and profitable business location and encouraging capital investment and job creation by both existing employers and prospective companies. NLEP has two offices, one in downtown Shreveport and one in Monroe's business district.

Position Title:	Internship 2 Part-time Positions, (Up to 20 hours per week each)
Duration of Assignment:	Fall 2010 Semester (August-December)
Locations:	Shreveport, Louisiana Monroe, Louisiana
Compensation	\$8.00-\$10.00 per hour
Opening Date:	July 6th, 2010
Closing Date:	Open until filled

POSITION OVERVIEW

The North Louisiana Economic Partnership invites applications for the position of internship for both the Shreveport and Monroe offices. This position involves working directly with staff assisting in all NLEP's programs including workforce marketing, business development, business development marketing, public and investor's relations, and research.

Representative Duties:

- Researching topics for updated website content, both original and re-printed, and/or to support our work with prospective companies considering an investment here in the region.
- Creating original content for website and gathering data to maintain site relevancy (e.g. writing articles, updates, calendar of events)
- Assisting in creation of marketing tactics using social media (e.g., Facebook, LinkedIn)
- Assisting staff in gathering data for presentations and other tasks
- Assisting in event planning and implementation
- General program support

Qualifications:

To succeed in this role, the candidate must possess the following skills and attributes:

- Superb written and oral communication skills
- Proficiency using Microsoft Office Suite

- Experience with Microsoft Operating System (Windows 7) and Microsoft Integrated Web browser
- Experience performing Internet-based and database research
- Familiarity with Internet-based networking sites as noted above
- Interpersonal skills that support a team environment
- Detail-oriented and deadline-driven
- Ability to show success in their college studies (minimum 3.0 GPA)

Education:

NLEP prefers upperclassmen (juniors or seniors) from an accredited college or university in a field of academic study such as business administration, marketing, public relations, and mass communication. However, all other academic studies will be considered depending on the applicant's future aspirations.

GENERAL INFORMATION:

Structure of position:

This position offers two options or approaches:

- (1) For credit experience (must be approved by your institution); or
- (2) For remuneration.

Note: If for credit experience is preferred, NLEP will provide the successful intern(s) with a small stipend to assist with his/her expenses (e.g. parking).

Duration:

Intern is required to work 15-20 hours per week for approximately 14 weeks depending on the candidate's availability.

Travel:

There will likely be some regional travel involved. Mileage will be paid.

Dress:

Business casual attire is required. However, professional attire will be required when attending special events, meetings, etc.

APPLICATION INSTRUCTIONS:

Submit resume and cover letter via e-mail, mail, or in person to:

North Louisiana Economic Partnership
Attn: Kim Ross
1900 North 18th Street, Ste. 501
Monroe, Louisiana 71201
E-mail: kross@nlep.org

NLEP is an Equal Opportunity Employer