

POSITION AVAILABLE
HEARTLAND 2050 INTERN
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

Description

The Omaha – Council Bluffs Metropolitan Area Planning Agency (MAPA) is a regional council of governments created to provide a forum for coordinating local planning and development activities. MAPA is looking for an intern to work specifically on Heartland 2050 (H2050), a five-county, long-range regional visioning process. The intern who fills this position should expect to be involved in all aspects of the project. Applicants to this position should have excellent organizational and communication skills, demonstrate creativity, and understand attention to detail.

Essential Duties and Responsibilities:

- Assist with material development, including the H2050 Annual Report
- Assist with mailings and print production
- Prepare for, attend, and create minutes for meetings
- Provide communications support
- Compile group meeting lists and contacts
- Assist with committee updates in database
- Assist with events, such as the H2050 Summits, Speaker Series, and Block Talks
- Create and distribute surveys
- Organize data in spreadsheets and/or charts

Requirements Include:

- Attention to detail is a must. Must have strong organizational skills and be a self-starter. Ability to work independently and with limited supervision, establish priorities, handle multiple tasks, and meet deadlines required.
- Must have the ability to quickly adapt and re-prioritize as needed
- Proficient with Microsoft Excel and other Microsoft Office applications. Basic knowledge of Adobe Creative Cloud, GIMP, Wordpress or CMS is preferred.

Suggested Majors

Public Relations, Marketing, Communications, Public Administration, Multidisciplinary Studies (specifically those focusing in urban studies, community and regional planning, environmental studies, sustainability, organizational studies, nonprofit administration, media communication, management information systems, geography, and/or emergency management)

Anticipated starting wage: \$12.00 per hour for 20 – 30 hours per week. MAPA reserves the right to hire at an appropriate level. MAPA is an Equal Opportunity Employer (EOE). Position will remain open until filled.

To apply, please visit: <https://secure.careerlink.com/job/14252-18>

For more information on MAPA and Heartland 2050, visit our websites:

www.Mapacog.org

www.Heartland2050.org