

SONOMA COUNTY ECONOMIC DEVELOPMENT BOARD

401 College Avenue, Suite D ♦ Santa Rosa, CA 95401-1548 ♦ (707) 565-7170 tel ♦ (707) 565-7231 fax
www.sonoma-county.org/edb ♦ EDB@sonoma-county.org
Ben Stone, Director

JANUARY 2010

Dear Career Services Representative:

The Sonoma County Economic Development Board Program Development Internship provides recent college graduates with a remarkable opportunity to gain practical experience and make substantive contributions in program development, policy analysis, project management, and research in the field of economic development.

Each year, the Sonoma County Economic Development Board offers five one-year paid internships that run from approximately July 15, 2010 to June 30, 2011. Each intern will be assigned to an area or program of focus: Tourism, Green Business Program, Workforce and Youth Development, Business Environmental Alliance, and Economic Research, based on qualifications and interest. Students with backgrounds in economics, political science, public policy, or liberal arts who have research and report experience are particularly encouraged to apply; applicants must have a Bachelor's degree by the start of the position. In addition to research responsibilities, each intern will coordinate advisory groups comprised of leaders from local businesses, government agencies, and community groups and will assist in the development and management of innovative countywide programs and events. During the year-long program, interns develop project management and other professional skills while working under minimal oversight to make important and lasting contributions to the economic development of Sonoma County.

If appropriate, please post the information for the Economic Development Board Program Development Internship to your college's career development center and/or any other relevant department. We would like to post this information as soon as possible as our application deadline is **Friday, February 26th 2010, 5 p.m. PST (received at the EDB office).**

For your reference, an information sheet is attached to help you categorize and post the job announcement. If feasible, please directly forward this job announcement via email to your graduating seniors. Additional information on the Economic Development Board (EDB) is available at www.sonoma-county.org/edb.

If you have any questions, please contact Ms. Colette Thomas at edb@sonoma-county.org or (707) 565-7170.

Thank you very much for your assistance.

Yours sincerely,

Ben Stone
Executive Director

Enclosures: Posting Information

Helping Business Succeed In Sonoma County

BOARD OF DIRECTORS

JAMES BIELENBERG, CHAIR
LINDA KACHIU

PAM CHANTER, VICE CHAIR
JOSEPH ORLANDO

LIBBY HARVEY FITZGERALD
TOM LYNCH

DOMINIC FOPPOLI
MICHAEL TOMASINI

STEVE HERRON
DON TEST

TO: College Career Services Centers & Relevant Departments
RE: Program Development Intern Listing Information

Name of Position: Program Development Intern
Organization: County of Sonoma Economic Development Board
Location: Sonoma County, California
Address: 401 College Ave, Suite D
Santa Rosa, CA 95401-5148
Contact Person: Colette Thomas
Phone: (707) 565-7170
Email: edb@sonoma-county.org
Application Deadline: **February 26, 2010 (received by the EDB office) 5 p.m. PST**
Applying Instruction: Email resume and cover letter (including GPA) to edb@sonoma-county.org
Compensation: Approx. \$40,000
Estimated Duration: July 15, 2010 – June 30, 2011

Qualifications: Excellent research, analytical, and writing skills; project management skills; interest in policy research and program development; and a commitment to public service. The position is open to recent graduates and graduating seniors who will have a Bachelor's degree by July 15, 2010.

Job Activities: The Program Development Intern will be responsible for developing and managing programs that support the local economic and employment bases. Work includes researching, surveying, and developing new programs, reports, and databases on Sonoma County's various economic sectors, the development and management of countywide projects and events, and presenting to various groups including the Sonoma County Board of Supervisors.

Categories: Political Science/Politics, Economic Development, Economics, Government, Management, Business, Public Administration, Public Policy, Research.

Detailed Internship Descriptions:

The Sonoma County Economic Development Board is a small, dynamic agency involved with a broad range of public policy issues and innovative programs. During their one-year term, interns work highly independently to make significant contributions as Project Coordinators in their assigned area of specialization, which include the following:

- **Tourism:** Works primarily with the Sonoma County Tourism Bureau and is responsible for 10 quarterly and annual reports, several visitor demographic and tourism industry surveys, various tourism industry events, and the development and management of other tourism-related initiatives such as the Sonoma County Restaurant Week created and implemented in 2009-2010. For more information regarding tourism, please visit www.sonomacounty.com
- **Workforce and Youth:** Conducts research on Sonoma County's industries/sectors; works in conjunction with the Workforce Investment Board (WIB) to staff the Youth Council and its various committees. Additional tasks associated with the WIB include youth projects (mentoring initiative; career exploration), workforce surveys, and collaboration with other county and community organizations such as youth service providers and Sonoma County's Office of Education. For more information, please visit www.sonomawib.org

- **Economic Research:** Works primarily with the EDB and Workforce Investment Board (WIB) and is responsible for the preparation of approximately 20 economic reports, various PowerPoint presentations and speeches, development of fundraising and marketing materials, staffing and WIB committee work, and analysis of incoming economic data and advising on economic policy creation and implementation. For more information, please visit www.sonomaedb.org/reports.htm.
- **Green Business Program:** Responsible for coordinating the Sonoma Green Business Program, a program that assists, recognizes, and promotes local small to medium-sized consumer-oriented businesses that volunteer to operate in a more environmentally responsible way. Program development and management includes communication with business leaders and government agencies, performance of resource assessments, and marketing efforts. For more information, please visit www.sonoma-county.org/sonomagreen.
- **Business Environmental Alliance:** Responsible for the development and management of programs that help businesses adopt more environmentally friendly practices and save money, including the writing of a quarterly newsletter; development of environmental best practices workshops; website management; continuous environmental news and policy research, and outreach and marketing efforts. For more information please visit www.sonoma-county.org/bea.

Economic Development Board staff will determine intern assignments based on intern background and interest and the needs of the EDB. Each intern will work independently and with little oversight in their assigned field; and while interns must fulfill program obligations, there is also ample opportunity for innovation in new research and program development. Regardless of specific area of focus, all interns conduct research on respective sectors of the local economy and prepare reports and recommendations; coordinate several advisory groups comprised of local business people, government officials, and community representatives; and make presentations on economic and policy issues to various groups, including the Sonoma County Board of Supervisors, business trade groups, and community organizations. For more information regarding EDB reports, events, and programs for which interns are responsible, please visit www.sonomaedb.org.

The Sonoma County Economic Development Board (EDB) Program Development internship offers a unique opportunity for recent college graduates to gain a wide range of practical experience in program development and economic research in the heart of California's wine country, just north of San Francisco. To apply for the one-year Sonoma County Economic Development Board's Program Development internship, please email a cover letter and resume (including GPA) to Colette Thomas at edb@sonoma-county.org, or call (707) 565-7170.

Note: At this time we are unable to provide visa sponsorship for these internships.

The application deadline is: Friday, February 26th, 2010, 5 p.m. PST (received at the EDB office)