

TO: College Career Services Centers & Relevant Departments

RE: Sonoma County Economic Development Project Coordinator Listing Information

Name of Position: Economic Development Board Fellowship: Project Coordinator

Organization: County of Sonoma

Department: 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 28th, 2013 (received by the EDB office) 5 p.m. PST**

Interview Dates: March 2013 – April 2013

Applying Instruction: Email resume and cover letter to edb@sonoma-county.org

Compensation: Approx. \$40,000

Estimated Duration: July 15, 2013 – June 27, 2014

Educational Level: Graduating Seniors and Recent Graduates

Qualifications: Excellent research, analytical, and writing skills; an interest in policy research and economic development; project management skills; and a commitment to public service. This position is **only** open to applicants that obtain a Bachelor's degree by July 15, 2013. This is an entry-level position, no Masters or PhD students please.

Job Activities: The Economic Development Project Coordinator will be responsible for developing and managing programs that support the local economic and employment bases. Work includes researching, surveying, and developing reports and databases on Sonoma County's various economic sectors. The Project Coordinator will also be responsible for coordinating advisory groups and taskforces comprised of leaders from local businesses, government agencies, educational institutions, and community groups.

Categories: Political Science/Politics, Economic Development, Economics, English, Government, History, International Policy, Law, Management, Business, Public Administration, Public Policy, Research, Social Policy, Technology, Urban Policy

Description: The Project Coordinator position at the Economic Development Board (EDB) offers a unique opportunity for recent college graduates to gain practical experience in policy

research, program development, and management of policy advisory groups, taskforces, and local public/private partnerships.

Regardless of specific area of focus, all interns conduct research on respective sectors of the local economy and prepare reports and recommendations; coordinate advisory groups comprised of local business, government and community members; 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.

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 develop policies/programs, write reports and grants, and coordinate policy advisory groups in their assigned area of specialization, which include the following:

Tourism: Works primarily with Sonoma County Tourism 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. The Research Coordinator may also be involved in economic impact analysis. For more information, please see the Reports tab at www.sonomaedb.org/

This unique opportunity occurs just north of San Francisco, in the heart of California's wine country. To apply for the one-year Sonoma County Economic Development Project Coordinator position at the Economic Development Board, please email a cover letter and resume 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 this program.

The application deadline is: Thursday, February 28, 2013 5:00p.m. PST (received by the EDB office)