



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

2021 UMVRDC Internship Opportunities

The UMVRDC is offering full time internship to undergraduate or graduate students currently enrolled at an accredited college or university that can verify that they will receive credit for the intern experience.

The position will be located in our Appleton, MN office.

Qualifications:

Intern must have valid driver's license and in some cases access to vehicle for work related travel.

The ideal candidate will:

- be proficient in Microsoft Office programs,
- have strong written and oral communication skills,
- have the ability to work in a variety of subject areas,
- have good customer service experience,
- have an interest in public service,
- exhibit high attention to detail,
- have excellent problem solving and structured thinking skills,
- be able to follow instructions,
- be knowledgeable with managing websites,
- be knowledgeable using social media.

Responsibilities:

Items below are examples only and specific work tasks will be determined based on current need and relevant experience and skills of the intern.

Supporting planning staff by :

- Communicating with key community groups
- Researching data and information
- Drafting letters and memos and writing reports
- Attending and helping to organize meetings and events
- Assisting in the generation of reports, documents, and processes
- Creating Excel spreadsheets
- Creating maps in ArcGIS
- Upload descriptions, photos, and other information to websites
- Develop graphics and layouts for print and online advertising

- Creating and adding content to websites
- Taking and editing photographs
- Creating and posting content to social media outlets
- Creating powerpoint presentations
- Other items as requested

Hours:

40 hours per week, Monday - Friday between 8 am and 4:30. Depending on the project some evenings or weekends. Start and end date flexible depending on availability.

Compensation:

\$15 hour

Application process:

In order to process your internship application, please submit the following materials listed below in one package.

- Cover letter indicating available start and end date for employment
- Resume highlighting experience and interest in areas related to internship projects
- 3-5 Writing samples

Only complete application packages will be accepted for consideration.

Send cover letter indicating availability and areas of interest, resume, writing sample and references to:

Dawn Hegland, Executive Director
 Upper Minnesota Valley Regional Development Commission
 323 W. Schlieman Ave.
 Appleton, MN 56208
Dawn.hegland@umvrdc.org www.umvrdc.org

Summer 2021 Intern Projects

Project #1: Scenic Byway Discovery Sites and Itineraries- 120 hours

Project #2: Appleton Capital Improvement Plan - 40 hours

Project #3: Hazard Mitigation Planning – 100-140 hours

Project #4: Developable Property Data Collection- 240 hours

Project #5: Western Minnesota Prairie Waters Regional Marketing – 240 hours

Project #6: Swift County Environmental Marketing – 480 hours

Project #1: Scenic Byway Discovery Sites and Itineraries

Summer 2021

Pay: \$15/hour plus expenses

Funding Source: Byway Partnership Grant

Up to 120 hours (\$1800)

Local travel required.

- Must have valid drivers license and insurance on personal vehicle.
- Reimbursement for mileage will be provided when using personal vehicle.
- Agency vehicle maybe available for use.

Project overview: This internship will include the updating information about discovery sites on the MN River Valley Scenic Byway website, travel and taking photographs along the byway, write itineraries and identify areas where the google map is incorrect on the byway website.

<https://www.mnrivervalley.com/things-to-do/>

Tasks:

- Drive the 287 mile long byway and take photos of discovery sites, drop off information and clings at each site and talk to business owners.
- Create itineraries in a word document.
- Review the Byway website google map and discovery sites to make corrections.

Project #2: Appleton Capital Improvement Plan

Summer 2021

Pay: \$15/hour plus expenses

Funding Source: Appleton CIP contract

40 hours (\$600)

Project overview: This internship will work with UMVRDC staff to assist with the collection of data, attendance of meetings, and the creation of a document for a Capital Improvement Plan.

Tasks:

- Attend meetings with department heads in Appleton.
- Follow up with data research
- Research and develop plan

Project #3: Hazard Mitigation Planning:

Summer 2021

Pay: \$15/hour plus expenses

Funding Source: USC Contract

20 hr/week for 5 weeks up to 100 hrs (\$1500)

GIS: 40 hrs total (\$600)

Local travel may be required.

- Must have valid drivers license and insurance on personal vehicle.
- Reimbursement for mileage will be provided when using personal vehicle.
- Agency vehicle maybe available for use.

Project overview: This internship will work with UMVRDC staff to update All Hazard Mitigation Plans for Chippewa County and the Upper Sioux Community Tribe. There will be opportunities to research hazards from the past 5 years, update data sets, and develop maps, and assist with task force meetings.

Tasks:

- Update all data in Hazard Mitigation plan
- Research and update hazard inventory from last 5 years
- OPTIONAL: Update GIS maps
- OPTIONAL: Attend task force meetings

Project #4: Developable Property Data Collection

Summer 2021

Pay: \$15/hour plus expenses

Funding Source: EDA CARES grant (\$3500 budgeted)

Hours: 20 hours/week for 12 weeks

Local travel required.

- Must have valid drivers license and insurance on personal vehicle.
- Reimbursement for mileage will be provided when using personal vehicle.
- Agency vehicle maybe available for use.

Project overview: Assist RDC staff in collecting additional data about properties available for development in our communities. This is a continuation of work previously done with students. Some GIS could be completed by students. This information would be used to population a national site selector database used by the state of MN and our region.

<https://prairiewaters.com/site-selector/>

Tasks:

Add new properties to and edit current property in LOIS inventory.

1. Through surveys and meetings identify properties from cities and counties that should be listed on inventory
2. Gather data about each property to enter into database template that will be fed into the LOIS system. This includes a georeferenced location for each property.
3. Gather photos for each property.
4. Review data with to stakeholders who identified the properties.
5. Demonstrate to stakeholders how properties will be viewable on LOIS, DEED and Prairie Waters
6. Develop a set of options on how local stakeholders can also promote properties.
7. Gather interest from stakeholders on developing concept ideas for properties.
 - a. Explore working with UMN graduate design students to develop and design concept “mock-ups” based on proposed redevelopment use and physical site/building characteristics

Project #5: Western Minnesota Prairie Waters Regional Marketing

<https://prairiewaters.com/>

Summer 2021

Funding Source: EDA CARES Grant Budget

Pay: \$15/hour plus expenses

Hours: 20 hours per week x 12 weeks (\$3600)

Local travel required.

- Must have valid drivers license and insurance on personal vehicle.
- Reimbursement for mileage will be provided when using personal vehicle.
- Agency vehicle maybe available for use.

Experience using a high-quality camera and smartphone with a high quality camera

Project overview: This project's overall goal is to entice people to want to visit and/or move to our region through creative photos and storytelling! This is not your standard "visit a community and take a picture of the downtown" – with this we really want to get creative with the photos and tell a story by capturing a photo of someone walking on the sidewalk downtown, shopping, or enjoying a drink on a patio, etc. This project will be utilizing the social media platform, Instagram, to tell the story of our region. With Instagram we will be creating a uniform page with beautiful presets, telling stories utilizing the story boards "live footage," and getting creative with our captions to help better tell the story. We also ask that students deliver visitor/relocation guides while making connections with local employers.

Project #6: Swift County Environmental Marketing

Summer 2021

Pay: \$15/hour plus expenses

Funding Source: Swift County Contract FT intern cost plus expenses

40 hours per week x 12 weeks (\$7200)

Local travel required.

- Must have valid drivers license and insurance on personal vehicle.
- Reimbursement for mileage will be provided when using personal vehicle.
- Agency vehicle maybe available for use.

Project overview: Students would implement an educational recycling campaign for composting food waste materials to businesses and households within Swift County.

Tasks:

- Go door to door providing households with educational information.
- Help develop outreach campaign to businesses to encourage them to voluntarily separate compostable food waste.
- County will provide trial green compost bags.
- Trial city will be Kerkhoven but want to work with all 8 cities and businesses that produce significant food waste (restaurants, schools, healthcare, meal sites, convenience stores). Part of the project will be to identify those businesses in each city.
- Develop some educational materials for program. Work with RDC staff to promote it through direct mail, social media and email blasts.
- Develop the environmental and financial cost saving message for the business (they will reduce their garage hauling fees since the haulers' fees can be reduced by the county if compost is separated out)
- Plan business site visits to share information with businesses.
- Collect photos of businesses participating in the program.
- Plan follow up visits to see and monitor how it going and collect and answer questions.
- Report directly to RDC staff on tasks who will coordinate with county environmental officer about project.
- Deliver visitor/relocation guides to employers
- Manage booth at the Swift County Fair