

BUSINESS RELATIONS INTERN JOB DESCRIPTION

LOCATION

City of Jackson

Department of Planning & Development/Business Development Division

200 S President St, Jackson Mississippi, 39201

A BRIEF DESCRIPTION

The City of Jackson is the municipality that serves the citizens of Jackson, Mississippi. The Capital City is the most populous in the state, with estimates of around 165,000 citizens.

PURPOSE

Establish and maintain relationships with new and existing business enterprises assisting with the City's effort to facilitate potential expansion.

INTERN DUTIES AND RESPONSIBILITIES

- Contact Business Enterprises by telephone to establish a positive relationship
- Raise awareness of support offered by the business development division
- Interact with business owners and reaffirm their experience/trust in city government
- Resolve inquiries or complaints quickly and effectively

REQUIREMENTS

- Enrollment in an accredited college or university
- Must have 48 credits or be a sophomore in college
- Must have completed courses related to Business or Public administration
- 3.0 GPA or higher

QUALIFICATIONS

- Excellent communication skills
- Aptitude for fostering positive relationships
- Problem-solving attitude
- Teamwork and leadership skills
- Business-oriented mindset

SCHEDULE AND DURATION

- Four-month duration
- Four hours per day/20 hours per week