

Internship Job Description

Job Title: JAXUSA Partnership Talent/Earn Up Intern
FLSA: Non-Exempt
Date: July 2024

Internship Summary:

JAXUSA Partnership, the private, nonprofit division of JAX Chamber, is Jacksonville's regional economic development initiative overseeing the efforts of the seven counties of Northeast Florida. Our mission is to be a catalyst for economic growth and maximize the region's unique resources to aggressively recruit jobs and capital investment to our area. Talent recruitment, development and retention are a vital part of economic development in our region.

Serve as support for Earn Up and assist with the work to ensure Earn Up goals are achieved via specific activities designed to achieve postsecondary attainment, particularly the career pathways campaign, Connect to Companies initiative and FAFSA completion.

Essential Duties and Responsibilities:

- Understand and communicate the Earn Up/regional career pathways goals with students, school district personnel, community-based organizations, as well as others.
- Participate in FAFSA and related College and Career events throughout the region at school districts, state colleges and other locations.
- Craft communications, follow up with stakeholders, and track progress on Earn Up initiatives such as Connect to Companies.
- Assist with the accuracy of EarnUp.org website, including dashboards and metrics, such as FAFSA completion rates.
- Assist with the development of Earn Up marketing materials.
- Assist with the execution of Earn Up meetings and activities.
- Communicate progress with JAXUSA Talent Team and colleagues using both written and verbal skills.
- Respond to email and phone inquiries related to Earn Up.

Education and Experience Requirements:

- Junior year or above with some related work or volunteer experience in a business setting or non-profit work experience; Preferred majors include education, business and marketing.

Knowledge/Skills/Abilities:

- Ability to work effectively with all levels of internal and external associates/customers/colleagues.
- Ability to effectively communicate both verbally and in writing.
- Ability to complete tasks and problem-solve.

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- Intermediate to advanced level knowledge of Microsoft Office software applications. (Microsoft Word, Outlook, Excel and knowledge of Access, PowerPoint, Publisher).
- Ability to work with minimal supervision periodically.
- Excellent organizational skills.
- Knowledge of surrounding county geography for local travel purposes.
- Strong typing skills (40+ WPM)

Skill Requirements: (X = Required for job)			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software	X	Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action	X	Organize and prioritize information/tasks
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting up to 20 pounds of office supplies/equipment
X	Extended periods viewing computer screen	X	Carrying up to 20 pounds of office supplies/equipment
	Walking		Pushing/Pulling
X	Reading	X	Bending/Stooping
	Standing	X	Reaching
X	Writing		Grasping
X	Hearing	X	Repetitive Motions
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Acknowledgement:			
I have reviewed and understand the requirements stated in this Internship Description.			
Employee's Signature			Date