



## Job Opening

**Title:** Program Intern

**Reports to:** Membership Coordinator

**Hours:** Part-time (10-15 hours per week), Occasional evenings or weekends

**Duration of Internship:** January-June 2012 (start/end dates negotiable)

**Starting Pay:** Unpaid

**Position Summary:** Local First's Program Intern will assist with a wide array of projects. The primary duties will be assisting in business coordination for mygrcitypoints and will also include assisting with the 2012 National BALLE Conference and the Local First Street Party.

### Position Responsibilities:

- Administrative tasks
- Representing Local First at events
- Assisting with program coordination which will include various forms of outreach via in person communication and phone
- Assisting with event and program promotion
- Front desk coverage as needed
- Other relevant activities as they arise

### Requirements:

- Strong written and verbal communication skills
- Comfortable building relationships and networking with a diverse population
- Willingness to meet new people, make phone calls, and face-to-face contacts
- Proficiency in Microsoft Office Programs
- Reliable transportation
- Ability to establishing priorities and work independently on assigned tasks
- Can passionately represent the values and goals of Local First

**Please submit resume and cover letter by Friday, January 6, 2012 at Noon:**

**E-mail:** [apply@localfirst.com](mailto:apply@localfirst.com)

Subject: Program Intern

**Mail:** Local First

Attn: Membership Coordinator

949 Wealthy Street SE, Ste 201

Grand Rapids, MI 49506

**Local First's Mission** is to build a sustainable local economy through community support of locally-owned independent businesses. [www.localfirst.com](http://www.localfirst.com)