



RURAL WISCONSIN HEALTH COOPERATIVE EMPLOYMENT POSTING

POSITION TITLE:	Community Economic Development Intern
REPORTS TO:	Director of Community Economic Development
DATE OF POSTING:	March 2022
DURATION:	Summer or Fall 2022 (15 weeks)
HOURS:	~16 hours/week
PAY:	\$15 per hour as a per diem, non-benefit eligible employee

POSITION SUMMARY:

The *Community Economic Development Intern* will assist the Rural Wisconsin Health Cooperative in our work supporting hospitals' roles in local economic development efforts across the state of Wisconsin. You can learn more about our hospital members [here](#), our organization [here](#), and the Community Economic Development program [here](#). This position will be supervised by RWHC's Director of Community Economic Development. RWHC's office is located in Sauk City, WI and it is expected that the candidate be able to commute to this location at minimum one day per week. Flexibility around other work obligations is available given the part-time nature of this position.

ESSENTIAL FUNCTIONS:

- Strong verbal and written communication skills
- Strong research skills
- Ability to work collaboratively as part of a team
- Ability to learn new tasks and apply knowledge to day-to-day responsibilities
- Ability to synthesize complex information into actionable ideas
- Ability to build cross-sector partnerships in a community setting
- Ability to present yourself professionally in an office setting
- Ability to follow the RWHC Employee Handbook, including the RWHC Code of Conduct
- Willingness to perform other tasks as assigned

Qualified candidates will have an interest in gaining experience in the following:

- Economic Development
- Community Development
- Data Analysis
- Economic Impact Analysis
- Health Equity
- Rural Healthcare / Rural Issues
- Grant Writing / Fundraising
- Advocacy
- Policy
- Cooperative Business Models

POSITION REQUIREMENTS:

EDUCATION

- Current Student or Recent Graduate

SKILLS

- Must have basic computer skills including use of a mouse and internet. Must have strong organizational skills. Must have the ability to maintain a positive work environment. Must demonstrate a consistent ability to handle self in a professional manner.

All interested candidates are strongly urged to reach out to RWHC with any questions about the position. The above qualifications provide a suggestion of who may have success in this position but we welcome diverse applicants who are interested in the position described.

Please send your resume and a cover letter to Jane Mutch, jmutch@RWHC.com. In lieu of a cover letter, a writing sample may be submitted if preferred. Applications will be reviewed on a rolling basis and the position will be removed when filled. RWHC is an equal opportunity employer.