**Economic Development Fellowship**

**Salary**
$22.93 Hourly

**Location**
Santa Rosa, CA

**Job Type**
Internship

**Department**
Economic Development Board (EDB)

**Job Number**
19/01-0834-INT

**Closing**
3/3/2019 11:59 PM Pacific

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- Description
- Benefits
- Questions

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**Position Information**

*Gain experience through the Economic Development Board’s Fellowship!*

*Graduating seniors and recent graduates are encouraged to apply!*

The Sonoma County Economic Development Board (EDB) is a small, dynamic public agency involved with a broad range of public policy issues and innovative programs impacting Sonoma County. Our diverse economy includes a world-class wine region, stunning natural resources, a burgeoning craft food and beverage sector, dozens of tourist destinations, a strong manufacturing and tech sector, a growing health care sector, and vibrant small business and creative communities. The EDB is committed to the vitality of Sonoma County, providing services that encourage the startup, retention, and expansion of local businesses and jobs.

The Economic Development Fellowship provides graduating seniors and recent graduates who enjoy networking, value a positive working environment, and are interested in learning the dynamics of public-private partnerships an opportunity to participate in the following focus areas:

**Economic Research and Program Development Fellow**
Economic Development Fellowship
Published on Department of Economics (https://economics.yale.edu)

- Draft and prepare approximately 20 economic reports on industry trends, economic diversification, economic impact analysis, and demographic indicators
- Learn economic impact software to analyze data trends and advise on economic policy creation and implementation
- Prepare presentations and speeches for the public, local government, and trades groups/interest groups
- Help develop and strategize new programs, events, and reports which affect Sonoma County’s economy or workforce
- Support EDB staff with special projects, initiatives, and other duties as assigned.

Strategic Initiatives Projects Fellow

- Work closely with other EDB staff to implement Year Two of the five-year economic development strategic action plan, Strategic Sonoma.
- Develop and support projects recommended in Strategic Sonoma. This may include, the Talent Alignment Council, industry sector partnerships, an annual Business, Retention, and Expansion (BRE) report, and revolving loan fund
- Facilitate weekly staff meetings and communicate with external partners, other county staff, and the community through email, social media, presentations, and written documents and materials
- Support EDB staff with special projects, initiatives, and other duties as assigned

Tourism and Hospitality Fellow

- Plan promotional, digital, organizational and analytical elements of hospitality-related events, including Sonoma County’s Annual Restaurant Week
- Collect and interpret tourism industry data. Produce annual and quarterly reports on tourism statistical indicators, hotel taxes and industry development
- Conduct surveys, carry out statistical analysis, and present findings regarding specialized tourism research on sporting events, hotel statistics, wineries, breweries, restaurants, etc. as needed
- 2 days a week are spent working with Marketing Team at Sonoma County Tourism, determining return on investment of marketing campaigns and engaging with partners
- Support EDB staff with special projects, initiatives, and other duties as assigned

Workforce Innovation and Public Policy Fellow

- Compile, interpret and analyze survey responses from local employers for the Annual Workforce Development Survey, and produce the monthly Job Market Tracker
- Collaborate with partners at the Workforce Investment Board on recruiting, education and training programs that connect employers with qualified applicants
- Organize conferences or similar events focused on industries with a strong employment presence in Sonoma County
- Help organize the EDB’s Annual Manufacturing Day by recruiting participating businesses, working with the event planning committee, and working logistics alongside the EDB’s Event and Communications Coordinator
- Support EDB staff with special projects, initiatives, and other duties as assigned

Fellows are primarily responsible for the continued coordination of county-wide programs that support the local economy in addition to:

- Working both independently and in collaboration with other County Staff, public officials, private industry, the public, and other stakeholders
- Conducting research on sectors of the local economy in order to create published reports and recommendations
- Coordinating high-level advisory groups comprised of local business, government and community members
Implementing special projects or new initiatives which may be tailored to align with their own professional interests

Applicants should demonstrate:

- Excellent research, analytical, and writing skills
- An interest in policy research and economic development
- The ability to efficiently transition between projects and assignments
- Self-management ability, including the ability to organize and set and keep deadlines for long term projects
- The ability to effectively communicate in an office environment as well with public officials, private industry, the public, and other stakeholders
- A current understanding of and/or strong willingness to learn Adobe and Microsoft Office Suite
- A commitment to public service

The ideal candidate will have an interest or degree in Political Science/Politics, Economics, English, History, International Relations, Law, Business, Public Administration/Policy, Urban Policy, Statistics, Sociology, and Humanities, however, applicants from any discipline are encouraged to apply.

This position is only open to applicants who obtain a Bachelor’s degree between 2018 and 2019. This is an entry-level position and available to undergraduate students only.

For more information regarding the EDB please visit [www.sonomaedb.org](http://www.sonomaedb.org).

**FELLOWSHIPS/INTERNSHIPS**

Economic Research Fellows are Senior Administrative Aides, and are considered to be Interns, and as such are not in classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

Minimum Qualifications

**Education:** Graduation within the past year with a Bachelor’s degree in fields applicable to the Departmental assignment.

**Experience:** None required.

**License:** Possession of a valid driver’s license at the appropriate level including necessary endorsements may be required to perform the essential functions of the position.

Selection Procedure & Some Helpful Tips When Applying

Applications and supplemental questionnaires will be reviewed to ensure candidates meet the minimum requirements for the position. Candidates possessing these requirements will be referred to the department for further consideration. The hiring department will contact candidates who appear to best meet the requirements and needs of the position and take further steps in making a selection for the internship.

Please visit [Getting a Job with the County of Sonoma](http://Getting a Job with the County of Sonoma) to review more detailed information about the application, examination, and department selection processes.
APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state “See Resume” or “See Application” may be considered insufficient.

REQUIRED MATERIALS

To be considered for a Fellowship position, you must provide a resume and cover letter explaining your interest in the position with your application. The required resume and cover letter can be either attached to your application (prior to submission) or submitted separately to the Economic Development Board, 141 Stony Circle, Suite 110, Santa Rosa, CA 95401 with a postmark by March 1, 2019.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the Job Classification Screening Schedule to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County’s Equal Employment Opportunity Policy for further information.

HR Analyst: ST
HR Technician: EP

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

COUNTY OF SONOMA BENEFITS: UNREPRESENTED*

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and sick leave accruals; additional management leave annually;
12 paid holidays, and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution toward the premium of approximately $500 per month.

**Cash Allowance:** In addition to monthly salary, a cash allowance of approximately $600 per month.

**Retirement:** Fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details for management employees can be found under the Salary Resolution at [http://sonomacounty.ca.gov/HR/Employee-Relations/Labor](http://sonomacounty.ca.gov/HR/Employee-Relations/Labor). For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to [http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources](http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources) or, contact the Human Resources’ Risk Management-Benefits Office at benefits@sonoma-county.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.

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How did you first learn about this opportunity?
- CalJobs
- CareerBuilder
- Careers in Government
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- Monster
- Press Democrat
- sonoma-county.org/ww.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
REQUIRED MATERIALS: I understand that if I am to be considered for a Fellowship position, I am required to submit a resume and cover letter explaining my interest in the position attached to my application (prior to submission) or provide one to the Economic Development Board, 141 Stony Circle, Suite 110, Santa Rosa, CA 95401 with a postmark by March 1, 2019.

Yes
No

Have you obtained a Bachelor’s degree between 2018 and 2019?

Yes
No

Please indicate your Fellowship focus area preference from the following:

- Economic Research and Program Development Fellow
- Strategic Initiatives Projects Fellow
- Tourism and Hospitality Fellow
- Workforce Innovation and Public Policy Fellow

If you have more than one, please list your preferences in the order of interest.

Required Question

Agency
County of Sonoma (CA)

Address
575 Administration Drive, Suite 116B
Santa Rosa, California, 95403

Phone
(707) 565-2331

Website
http://www.yourpath2sonomacounty.org

Organization: Economic Development Board (EDB), County of Sonoma
Job Location: Santa Rosa, CA
Job Application Link: Economic Development Fellowship
Post Date: Monday, February 11, 2019
Job Application Deadline: Friday, March 1, 2019
Known Job Application Deadline: Yes

Source URL: https://economics.yale.edu/undergraduate/employment-opportunities/economic-development-fellowship