

Fountain Urban Renewal Authority (FURA)
116 S. Main Street, Fountain, CO 80817
www.FURACO.org or 719-322-2056

Position: Paid- Internship

Salary Range: up to \$23,000 annually

Term: 12-18 month tenure; flexible schedule consideration

Submittal Deadline: June 29, 2018

SCOPE:

The intern will work among representatives of business and industry, government agencies, administrators, board council, faculty, staff and the public at large. Professional demeanor is highly essential.

SUPERVISION:

The position works under the direct supervision of the Executive Director of FURA; receives general direction regarding routine and standard matters; specific instructions regarding non-routine and highly sensitive/confidential matters.

DUTIES AND RESPONSIBILITIES:

Point of contact for property maintenance and management aspects for seven properties owned by the Authority

Researches, submits applications, and administers grant-funding programs in coordination efforts with local and/or regional project initiatives; working among multi-faceted city departments and regional affiliations

Cultivate and manage marketing material, feasibility studies, site selection analysis on behalf of land ownership and business development

Work alongside City Planning and Transportation affiliations through the exploratory and adoption phases of the Town Design and Interstate Gateway Aesthetics Guidelines program of the US85 urban renewal area *(17 components initiative)*

Steward of communication with respect to citizens, businesses, media outlets, and public officials on matters of business development activities; under the direction of Executive Director

Maintain and update ad hoc business related databases to aid with small business entrepreneurialism and annual business survey findings; works in tandem with the Fountain Valley Chamber of Commerce and Small Business Development Center

Works alongside the Fountain Urban Renewal Authority staff and consultant services on behalf of blight documentation and fiscal cost-valuation impacts on the community

Office manager with respect to office supplies and work orders; A/P or A/R responsibilities of the Authority in conjunction with finance services consultant CLA

May be required to attend business meetings, regional economic forums, industry conferences and/or tradeshows outside of regular working hours.

May attend City Council and affiliate board meetings, prepare reports, and handle recording-keeping in accordance with State Statute

May assist with the annual Citizen Academy program facilitated through City Manager Office

QUALIFICATIONS:

Must be enrolled in a higher-education program or a graduate from a community college or university with major course work in business administration, public administration, finance, urban planning, or related field. Successful candidates will demonstrate excellent writing skills for activities related to public engagement, business recruitment, and market/message awareness. The successful applicant should have considerable computer expertise, including the ability to develop spreadsheets, PowerPoint presentations, social media platforms, website administration, and marketing trackability. Must possess and maintain a valid Colorado Driver's License.

WORK ENVIRONMENT AND PHYSICAL DEMAND:

- Local travel may be required.
- Light to moderate weight lifting with respect to room set-up, display equipment, and collateral materials for public and/or board meeting facilitation.
- Majority of position's duties are performed indoors within a moderately quiet work environment.
- Occasional outdoors environment work can occur with site visits, property inspections, event participation and/or walking tours with businesses.

FOUNTAIN URBAN RENEWAL AUTHORITY

The Fountain Urban Renewal Authority (FURA) was formed by the City of Fountain in 2008 with the establishment of the US85 urban renewal area. Today, there are four urban renewal areas designated in Fountain, these include: South Academy Highlands, Charter Oak, and Bandley.

FURA was formed as a means to revitalize the community's under-served assets through an offering of partnership programs and sole-source project capacity funding. It avails the opportunity to cultivate a quality "sense of place" and encourage new business development for a resilient local economy. Our mission is to "Revitalize, Partner, and Fund with a Sense of Place for Development." Please visit www.FURACO.org to learn more.

THE COMMUNITY

The City of Fountain, with a population of 29,148, is located near the base of the Pikes Peak Rocky Mountain region, immediately south of Colorado Springs and thirty miles north of Pueblo along I-25. The City was established in 1870 and incorporated in 1903.

The City's residents enjoy small town living with easy access to cultural, recreational, and educational facilities in the surrounding areas. At an elevation of 5,546 feet, few residents can complain about the 250 days of sunshine annually, mild temperatures, and low humidity.

As a neighbor to Fort Carson – and because of its close proximity to other military installations, including Shriever Air Force Base, and Peterson Air Force Base – the City of Fountain is a very patriotic community that values a large and diverse military population. This diversity led to the distinction of being named an All America City and America's Millennium City. Ongoing dynamic growth will only continue to build upon the rich and diverse heritage of our community. Please visit www.fountaincolorado.org to learn more.

HOW TO APPLY INSTRUCTIONS:

- Resume (*double-sided, one-page length max.*)
- Cover Letter (*explain interest value proposition of the internship*)
- (1) Character Reference (*personal/professional based*)

Email: info@FURACO.org or kbailey@fountaincolorado.org with "FURA Internship" listed as SUBJECT TITLE

Submittal Deadline: June 29, 2018 by 5:00pm MST

Hiring Date: on or before August 27, 2018