

Job Description: IEGO's Future Leaders Program

Position Title: Future Leaders Program Intern

Location: IEGO HQ, San Bernardino, California

Duration: 6 Months, Fall 2024–Winter 2025

With an Opportunity for a Six-Month Extension

About IEGO:

Welcome to Inland Economic Growth and Opportunity (IEGO) – where we combine innovation and impact to drive positive change! We're a regional collaborative focused on Riverside and San Bernardino counties, working to boost economic development and improve the quality of life for our diverse communities. At IEGO, we're passionate about building industry clusters in Advanced Manufacturing, Cybersecurity, and Clean Technology. Join us on this exciting journey to shape a brighter, more sustainable future!

Position Summary:

Jump into the world of economic development with IEGO's Future Leaders Program! This is your chance to gain hands-on experience, work on impactful projects, and contribute to meaningful change in our region. You'll collaborate with our passionate team and key stakeholders while building skills that will benefit your career. If you're looking to make a difference while growing professionally, this is the opportunity for you!

Key Responsibilities-

Orientation and Training:

- **Get Started:** Begin with engaging training sessions to learn about IEGO's mission, vision, and strategic goals.
- **Workshops:** Participate in interactive workshops on regional economic development, covering Advanced Manufacturing, Cybersecurity, and Clean Technology.
- **Thrive Inland SoCal:** Gain valuable insight into the California Jobs First initiative by attending Thrive Inland SoCal meetings.

Project Assignments:

- **Hands-On Projects:** Get assigned to a project that matches your interests and strengths.
- **Research and Analysis:** Support your project's success by conducting research and analyzing trends.

Industry Exploration:

- **Deep Dives:** Explore key trends and challenges in IEGO's core industries through workshops and expert guest speakers.
- **Start Contributing:** Begin contributing to project work based on your findings and insights.

Skill Development and Field Experience:

- **Workshops:** Build your skills in project management, grant writing, and communication (public speaking, presentations).
- **Real-World Exposure:** Visit partner organizations, attend industry events, and apply your new skills in real-world settings.

Mid-Program Review and Leadership Development:

- **Mid-Program Presentations:** Present your progress to the IEGO team, get feedback, and refine your project approach.
- **Leadership Workshops:** Enhance your leadership skills with training on team management, decision-making, and collaboration.

Final Project Phase:

- **Project Execution:** Lead the final stages of your project, ensuring all deliverables are completed on time. Work closely with your mentors for guidance.
- **Mentorship Opportunities:** Support newer interns by sharing your experience and assisting with project tasks.

Program Completion and Career Development:

- **Final Presentations:** Present your project outcomes to the IEGO team, stakeholders, and community members.
- **Career Planning & Closing Ceremony:** Attend career coaching sessions, network with professionals, and celebrate your achievements during the program's closing ceremony.

Optional Six-Month Extension:

- Interns who successfully complete the initial six months may apply for a six-month extension. This phase includes:
 - Leadership Roles in new or ongoing projects.
 - Advanced Skill Development through specialized training in specific industries or grant management.
 - Deeper Community Engagement with strategic partnerships and outreach programs.

Qualifications:

- Currently enrolled in or recently graduated from a degree program in Economics, Public Policy, Business Administration, Environmental Science, or a related field.
- Strong research, analytical, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Passion for economic development and community engagement.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

How to Apply:

Interested? Send us your resume, a cover letter explaining why you're excited about this opportunity, and any relevant academic or professional references to Chris Castorena, Partnership Development Manager at ccastorena@iegocollaborative.org.

IEGO is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.