



### **Graduate Associate Fellow**

Blueprint Intergovernmental Agency Tallahassee-

Leon County Office of Economic Vitality-Minority

Women Small Business Enterprises

Salary: \$11.6569-\$26.6827/hourly

Hiring Rate will generally not exceed \$15.7578/hourly

The Knight Fellow will be responsible for assisting the Deputy Director of the Office of Economic Vitality with contract monitoring activities associated with construction projects for the City of Tallahassee, Leon County Government, and the Blueprint Intergovernmental Agency. The Fellow will be trained to utilize contract monitoring software. The Fellow will also be equipped to assist minority-owned and women-owned businesses with capacity building resources and will coordinate a curriculum of instruction for business owners. The Fellow will coordinate capacity building activities including MWSBE Academy and Business2Business (B2B) networking activities with primes and certified MWBEs. Additionally, the Fellow will facilitate instruction on bid estimating with an OEV business development partner for certified MWBEs; and provide technical assistance for certified MWSBE firms in navigating procurement and construction management software for major public projects. The schedule is flexible, but ideally works five days a week and at a maximum of 25 hours per week. The internship starts approximately in May 2022, and can ideally last through the Spring 2023.

#### **Minimum Training and Experience:**

Possession of a bachelor's degree with major course work in public administration or a related field and current enrollment in course work for a master's degree in public administration or a related degree.

#### **Necessary Special Requirement**

Must possess a valid Class E State driver's license at the time of appointment.

**CLOSING DATE: May 20, 2022**

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>.

Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer

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