



CREDC Internship

Mailing Address: Harrisburg Regional Chamber
3211 North Front Street, Suite 201
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Phone: 717.232.4099 or 1.877.883.8339

Website: <http://www.harrisburgregionalchamber.org/>

It is expected that not all of the projects will be able to be completed in one semester. The items below are suggested action items that if addressed will be able to help control workflow in the future and reduce staff time on routine reporting and annual reporting requirements.

Education **(Current Junior or Senior)**

1. Management Information Systems or Information Technology Major
2. Business Coursework in Finance or Accounting

Skills

1. Knowledge of Microsoft Access
2. Ability to understand financial statements
3. Basic Accounting Concepts

Proposed Projects

1. Help us to maximize the use of Portfol
 - a. Electronic File Storage
 - b. Updating Client Records into a consistent format
 - c. Develop automatic report generation
 - i. Insurance request letters
 - ii. Delinquency letters
 - iii. Internal reports
 1. ROI
 2. Production Report
 3. Delinquency Reports
 - iv. Thank you letters
 - v. Notices
 - vi. Technical assistance report
 - d. Enter grant information
2. KOZ Database
 - a. Develop a system to track KOZ parcels and expiration timelines (we have parcels expiring in 2010, 2013, 2018, and 2019)
 - i. Make an easliy searched system to find parcels by county, type, expiration date, and parcel number
 - b. Generate automatic e-mail notices
 - i. Renewal Reminders
 - ii. New Applications
 - iii. Verification Reports
 - c. Develop online mapping & website information
 - d. Enter appropriate parcels into the Team PA online Site Selection database

Stipend of \$1,000 for selected intern.

If interested, please send your cover letter and resume **AS SOON AS POSSIBLE** to: Linda Goldstein, VP & COO, Harrisburg Regional Chamber & CREDC, 3211 North Front Street, Harrisburg, PA 17110
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