



Greater Wichita  
Partnership

## **GREATER WICHITA PARTNERSHIP Real Estate Intern**

*April 2021*

### ABOUT THE GREATER WICHITA PARTNERSHIP

The mission of the Greater Wichita Partnership is to align resources and focus the business community on common strategies that fast-forward economic growth in Wichita and South-Central Kansas.

### POSITION DESCRIPTION

The Greater Wichita Partnership Real Estate Intern will assist with promotion of available sites and buildings within Sedgwick County for future job creation.

### ESSENTIAL WORK TASKS

This position requires a proactive, self-motivated individual with the ability to create content for various communication channels and audiences.

Primary task is to work directly with the Economic Development team of the Greater Wichita Partnership to update and enhance the Sites & Buildings database and internal list of properties. Specially, those tasks include, but are not limited to:

(1) Adding new Property Listings of Sites & Buildings to the LocationOne system:

<http://www.locationone.com/>

Data Entry

Online & electronic research

(2) Updating Existing Listings of properties

Calling commercial real estate professionals

Potentially coordinating meetings of real estate firms/groups

(3) Leveraging and Implementing City & County Geographic Information Systems (GIS):

<https://gismaps.sedgwickcounty.org/mlr/>

<http://wichita.gov/IT/Pages/maps.aspx>

### SKILLS, KNOWLEDGE AND ABILITIES

- Basic knowledge of commercial real estate & terminology
- Preliminary knowledge of land-use and planning & zoning
- Ability to utilize Windows operation system and web-based applications & internet browser for research & data entry
- Ability to edit or learn simple photo and Adobe software
- Ability to work in a collaborative environment with multiple team members

### COMPENSATION AND BENEFITS

Hourly rate with 15-20 hours/week

The Greater Wichita Partnership is an equal opportunity employer.

Please include resume to contact below, position will remain open until filled.

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