



Kilbourne Group was founded in 2006 by Doug Burgum with the mission of providing thought leadership on the revitalization, smart growth, and redevelopment of Fargo, North Dakota's downtown core. The Kilbourne Group team shares the vision of retaining and carrying forward the history of Fargo through the restoration of historic buildings and the creation of new buildings that honor the past and inspire the future.

We are now recruiting for the following summer position within our growing organization:

Office Support Intern

Position Summary:

- A variety of daily tasks
- Assist with the maintenance of office files, both physical and digital
- Assist in the planning and preparation of meetings
- Support coordination and planning of meeting spaces, including Elevate Executive Suite
- Procurement of office supplies & equipment
- Coordinate the repair and maintenance of office equipment as needed
- Errands as needed, typically daily
- Other projects as assigned

The ideal candidate will possess:

- Ability to manage multiple projects in a fast-paced, ever-changing environment
- Excellent communication skills – written & verbal
- Strong commitment to quality
- Ability to demonstrate a high level of confidentiality with sensitive business and personal information
- Excellent organizational skills & detail oriented

Creating a learning environment:

- Kilbourne Group summer interns will be part of a cohort of fellow interns from other organizations. This program will focus on advancing learning through shared experiences, local speakers, and field trips.

Kilbourne Group offers paid internships. Please email your resume and cover letter to gtehven@gmail.com by February 14, 2013. Formal internship begins May 27 and concludes August 8. Dates can be negotiable.

Respect for the Past ■ Gratitude for the Present ■ Inspiration for the Future