

## **Shaheer Jaffar's Internship**

My internship experience has been nothing but great. This summer I had the amazing opportunity to work with the city of Northfield's Economic Department. Two major tasks at hand included: **Communications to Minority-Owned Businesses and Economic Development Grant & Loan Programs**. My job as an intern was to work with the City to research and craft new communication tools to increase the accessibility of City grant and loan programs for minority-owned businesses, such as drafting regular emails, researching comprehensive resources, and creating recommendations to the EDA Website, materials, and services. Furthermore, I had to work with the City to update application, reporting, and tracking processes to support minority-owned business development.

I think that the major skill I have learned throughout this process is better communication not just between my supervisor and me, but also between the minority businesses and the city. Throughout the process, everyone was open to better communication and I always received answers to my calls/emails within a matter of a couple of hours. This pushed me to slack off less on my emails/phone calls. Another important skill I have learned is taking directions. The internship had the tasks at hand and we all interns had to follow these instructions in steps. The third most important skill I learned was teamwork: helping and checking in on each other when the work was intense was an integral part of this internship. One of the key lessons I learned was that I should be more open to making friends and being more of a team player. I also learned that to do something right one does not need to have everything at hand at once: things happen in their due time, the major role one can play is with his/her/their determination.

I hope that with this internship, I can work further with minority communities and help them in any money matters that may cause a problem for them. Coming from a marginalized community myself, I feel that it was very important to help others who are disadvantaged. I am grateful for multiple things: family and friends, my fully funded education at Carleton, learning ventures like this internship, and my gym. My advice to other students will be to have fun and enjoy this experience. Be ready to learn and make mistakes. It is all part of the process!! I hope your internship is fruitful and everything goes as you plan.

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Poster:

Objectives: