Economic Development Intern

Collect, analyze, and visualize critical data to discover the U District Business Landscape

Position: Economic Development Intern
Reporting Relationship: Economic Development Manager
Status: Non-exempt, hourly internship (15-20 hours/week)
Duration: 3 months (ending no later than June 1, 2020)
Hourly Rate: $17

OVERVIEW/CONTEXT:
The Economic Development Intern (EDI) supports the U District community by carrying out the economic development goals of the U District Partnership and is supervised by the Economic Development Manager. The EDI serves the U District by engaging with business owners, collecting critical data, and working collaboratively with the Economic Development Manager to understand the “on-the-ground” reality of the U District economy. The role requires combining analytical and soft-skills to accomplish strategic goals.

DUTIES & RESPONSIBILITIES:
The Economic Development Intern will further the goals of the U District Partnership by administering the U District Business Landscape Project, which includes but is not limited to:

- Collect critical business data “door-to-door” throughout the U District.
- Utilize data to create clear, cohesive, and aesthetic spatial analyses and deliverables.
- Attend meetings/events as required by the Economic Development Manager.

PREFERRED SKILLS:

- ARCGIS: Ability to import, map, and spatially analyze data.
- ADOBE SUITE: Ability to import GIS maps into adobe products to create visually cohesive deliverables.
- CANVASSING: Experience engaging and communicating with individuals.

EDUCATION/EXPERIENCE:

- One year of increasingly responsible experience in the field of economic development.
- Working towards a Bachelor/Master’s degree in urban planning, public administration, business administration, economics or closely related field.
- Experience and/or past employment in entrepreneurial venture, small business, commercial real-estate, or sales environment desirable.

HOW TO APPLY: Preference given to applications received before February 9. Please submit your resume and letter of interest to: daniel@udistrictpartnership.org