RESEARCH INTERN SOUGHT

The Arizona Commerce Authority is seeking an intern to join its top-notch research team in Phoenix. This is a paid, part-time position ($12.50 an hour, 20-25 hours per week) that will begin as soon as a candidate is chosen. The position is funded through June 30, but the internship could potentially be extended.

WHAT THE ACA DOES

The Arizona Commerce Authority is the state’s economic development organization. Its mission is to grow and strengthen the state’s economy and to facilitate the creation of quality jobs in Arizona by supporting and attracting businesses in targeted, high-value sectors.

WHAT THE RESEARCH TEAM DOES

The Research team supports other ACA units, especially those focused on business attraction and expansion; trade and foreign direct investment; economic development in rural communities; and marketing. We perform custom analysis of the cost of doing business in Arizona and the availability of workforce talent for companies considering coming to Arizona. We profile companies and research Arizona’s trade relationship with other countries. We assist in developing marketing materials and economic development strategies.

WHAT INTERNS DO

Interns are trained and integrated into the research team—this is not a coffee-fetching gig. Interns learn the processes we use and learn about a wide variety of data tools and analytical approaches. They produce materials for internal and external use, including reports that go to our CEO and to Governor Ducey.

WHAT WE ARE LOOKING FOR

We absolutely need someone who:

• Can work quickly but with deep attention to detail.
• Works well on a team but can also take a task to completion without too much oversight.
• Writes clearly and concisely for a smart general audience.
• Has strong verbal communication skills (including professional phone skills).
• Kills it when it comes to basic math—addition, subtraction, multiplication, division, percentage and percentage point change, fractions.
• Has at least basic mastery of Microsoft Word and Excel.
• Can handle working on multiple projects on tight deadlines.
• Has previous paid work-experience of any kind. (Internships count.)

Characteristics would be nice to have, but are NOT required:

• Familiarity with the basics of economics.
• Familiarity with statistics, including regression.
• Strong skills in conducting Internet searches for information about companies and topics, using publicly available sources.
• Familiarity with PowerPoint and/or InDesign.
• Fluency in a language other than English.

What we don’t care about:

• Your major.
• Whether you’re an undergraduate or graduate student.
If you have questions, you are encouraged to contact Shawn Neidorf, (ACA Director, Research) at shawnn@azcommerce.com.

APPLICATION INSTRUCTIONS

To apply for an internship, please send the following documents (in Word or PDF format) by email to Kimberly Barzar (ACA Director, Human Resources) at kimb@azcommerce.com:

- Your resume.
- A cover letter that highlights your qualifications for the position and includes a description of a research challenge you have successfully tackled as part of your academic or professional duties—a difficult question you found the answer to, a complicated project you completed on deadline, etc.
- One or two writing samples of no more than 500 words apiece. These should demonstrate your ability to synthesize and organize factual information. Include a description of no more than one paragraph for each writing sample, describing the origin of the sample and its audience. (Note: The description does not count toward the 500-word limit.)

Submissions will be considered as they are received. Submissions that do not include all required documents will not be considered.