

PAID RESEARCH INTERNSHIP OPPORTUNITY

Are you a self-starter with the desire to make an impact in the community?

We are seeking a creative, motivated marketing and research intern to join our team of experienced economic development professionals. This **PAID** internship is an ideal opportunity to gain valuable, real-world experience at a successful, dynamic organization – the City of Phoenix’s Community and Economic Development Department.

Main Responsibilities:

- Work closely with department researcher who will provide training as needed.
- Assist with research requests for all Divisions, and from the Director, as assigned.
- Work on special research projects to shed light on a unique aspect of the Phoenix economy.
- Work with Marketing Intern in the development of marketing pieces.
- Utilize diverse resources and tools to meet staff and client needs.
- Demonstrate excellent seamless customer service, integrity, and commitment to innovation & efficiency, while representing the City in a professional manner.

Preferred Knowledge and Experience:

- Conducting market research.
- Experience utilizing a variety of public data sources.
- Basic to intermediate knowledge of design principles for print/web/other media.
- Numerous college-level courses in economics, business administration, communications, public relations, public administration, or other related fields.

Requirements:

- Strong working experience with Microsoft Excel.
- A positive attitude and willingness to learn.
- Creativity, flexibility and ambition to succeed.
- Strong written and oral communication skills.
- Ability to work as a member of a team.

Work Schedule and Compensation:

- Approximately 10 – 20 hours per week (flexibility with work hours Mon-Fri; 8am to 5pm).
- Estimated duration of assignment is late-September 2017 through December 2017 with possible extension through May 2018.
- \$10.00 per hour.

The City of Phoenix requires a standard security background screening before the internship can begin.

HOW TO APPLY:

Please email the following items in a single Word or PDF attachment for consideration to joseph.macewan@phoenix.gov **by 12:00 PM (Noon, Arizona Time), September 25, 2017.**

1. Cover Letter (one page)
2. Resume (one to two pages)
3. Three Professional and/or Academic References (include name, title, employer, phone & email; one page)

Respondents that meet the acceptable experience and training criteria will be asked to participate in an interview. Interviews are tentatively scheduled for the week of September 25th, 2017.