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

We are seeking a creative, motivated 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 team 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 September 2018 through December 2018 with possible extension through May 2019.
- $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), August 10, 2018.

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 mid-August.