

Economic Development/Research Internship Available

The Economic Development Department of the Gwinnett County Chamber is seeking a student intern for Spring 2010. This position offers the student opportunities to gain experience in business and economic development, as well as interact with regional business and government leaders. The intern will be closely involved in Partnership Gwinnett, a nationally recognized economic development initiative.

Job Description: This position provides research support for the Economic Development Department.

Major Tasks, Responsibilities and Key Accountabilities

- Assist Economic Development team, particularly Research Manager, Marketing Director, and Business Development Managers, with research projects.
- Gather data on businesses and target industries in Gwinnett County, state, and region
- Assist Research Manager in maintaining database of target businesses and industries
- Prepare reports on target industries and businesses
- Review local media and maintain list of Partnership Gwinnett mentions and list of companies announcing new job numbers
- Provide assistance with special projects as assigned
- May occasionally assign and oversee work done by high school interns

Qualifications, Experience and Personal Attributes

- Able to effectively use MS Office products
- Organized, detail-oriented, and dependable
- Able to adjust to changing priorities and deadlines
- Professional and positive attitude

Reports to: Research Manager

Experience: Online research

Required Education: Bachelors Degree or currently enrolled in college

Travel Required: No; most hours will be required in Chamber offices, but some teleworking may be acceptable on occasion

Hours: negotiable, 16 minimum; mutually agreeable hours and schedule (including starting and ending dates) to be determined by intern and Research Manager

Other: Applicants must be current students. Business attire required in Chamber offices. This position is unpaid.

Application

If you are interested in applying, please email a cover letter, resume and brief writing sample (3-5 pages) to Mark Farmer at mark@gwinnettchamber.org. Class assignments are acceptable as writing samples. Applicants are encouraged to review the Partnership Gwinnett initiative website at www.partnershipgwinnett.com. Candidates meeting requirements will be contacted to schedule interviews; no phone calls please.

Deadline for application: 4 December 2009