

Economic Development Research Analyst Internship (Unpaid)

City of Beachwood, Office of Economic Development

Position Title: Research Analyst Intern
Position Term: Flexible, 2-3 months
Office Hours: Flexible, Combination of In-Office / Remote
Application Deadline: May 31, 2023
Start Date: Earliest, June 19, 2023

Position Summary

This internship position will undertake a variety of assignments and projects in support of the City's Economic Development initiatives. Excellent organizational skills and simultaneous multi-project coordination skills are necessary, and a good understanding of conducting research, gathering data and initially analyzing data. Reporting to the Economic Development Director and others as assigned within the office, the intern will be responsible for working effectively both independently as well as in team type meetings.

Professional Job Duties

- Assist with research and data collection related to general information updates and specific projects.
- Provide support with the organization of data into databases, Microsoft documents, and other electronic customer relationships (CRM) formats.
- Provide support with e-mail and other electronic data support systems.
- May work on events, office activities, office related tasks, office related administrative assignments and mailings pertaining to the Economic Development Office.
- Assist with related internal and external communications.
- Responsible for tracking and documenting hours related to the internship position.
- Share ideas and thoughts related to data analytics and implementation of data into reports, filing or electronic data composition.

Qualifications / Skills

- Attending a local high school, university or college
- Excellent attention to detail and/or organizational skills
- Excellent oral or written communications

Application Process

Candidates interested in the position of Economic Development Research Analyst should send a cover letter indicating the reason for their interest in the position and a resume to the Director of Economic Development, Cathy Bieterman. Resumes and corresponding letters should be sent via e-mail to Catherine.bieterman@beachwoodohio.com or mailed to Beachwood City Hall, 25325 Fairmount Boulevard, Beachwood Ohio 44122.

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