

Dallas Regional Chamber

Internship Description

Intern Title: Research Intern (note: this is an unpaid internship)

Reports to: Director of Research

Department: Business Information & Research

Project Responsibilities: Primary responsibilities include, but are not limited to collection, analysis, and input of primary and secondary information pertinent to economic development.

- **Economic Development** - Support the Economic Development Department by providing primary and secondary research including, but not limited to:
 - Monitor and compile regional relocations & expansions
 - Support economic development staff in compiling data to assist companies with site selection decisions
- **Research** – Support research department by providing primary and secondary research including, but not limited to:
 - Assist with data collection for annual DFW Statistical Profile based on national standards for Economic Development.
 - Assist with various Chamber publications including the Economic Development Guide
 - Monitor and compile nationally recognized periodicals and publications for DFW accolades and rankings
 - Assist in creating and updating DFW regional fact sheets highlighting key elements of the region
 - Assist with Consolidated Business Survey

Education:

- College Graduate or Undergraduate student
- Prefer major in economics, public administration, marketing research, political science or business
- Prefer basic knowledge of economic and demographic data and statistics
- Prefer knowledge of research methods

Computer and Office Skills:

- Working knowledge of Microsoft Excel and Word
- Excellent communication, organizational and analytical skills

Hours:

Up to 20 hours a week for at least one semester.

Hours flexible Monday through Friday between 8:00 a.m. and 5:30 p.m.

Starts June 2009

Mail cover letter and resume to:

Paul Hendershot, Director of Research, Greater Dallas Chamber, 700 North Pearl Street, Suite 1200, Dallas, TX 75201; fax to 214-746-6799 or e-mail to phendershot@dallaschamber.org