

## Internship Description

**Intern Title:** Research Intern

**Reports to:** VP of Business Information & 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

### Education:

- College Graduate or Undergraduate candidate
- 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.

### Salary:

Unpaid with parking provided.

### Mail cover letter and resume to:

Duane Dankesreiter, VP Of Business Information and Research, Dallas Regional Chamber, 700 North Pearl Street, Suite 1200, Dallas, TX 75201; fax to 214-746-6799 or e-mail to [ddankesreiter@dallaschamber.org](mailto:ddankesreiter@dallaschamber.org)