

CITY OF BOULDER ECONOMIC VITALITY INTERN

JOB OBJECTIVE: Under general direction of the City of Boulder Economic Vitality Coordinator, to perform research and analysis including activities such as:

- Conducting and documenting background research on Boulder companies to support business outreach programs;
- Assisting with administration of business incentive programs;
- Supporting the city's economic vitality staff, including providing business assistance and assisting with economic vitality metrics development; and
- Supporting the city's economic vitality team, including preparing presentation and meeting materials.

This internship involves meeting with Boulder businesses and innovative startups as well as working with local business organizations and city leadership.

QUALIFICATIONS: The ideal candidate will be a student from Economics, Public Administration, Business, Communication, Planning, or a related field. The position begins February 2015. Excellent writing and computer skills are required.

HOURS: 20 hours per week within the standard work week (M-F, 8 a.m. – 5 p.m.).

PAY: \$12/hour or college credit

SUPERVISOR: Liz Hanson, Economic Vitality Coordinator, 303-441-3287 or hansonl@bouldercolorado.gov

DEADLINE: To be considered, please e-mail a resume and cover letter to Liz Hanson, Economic Vitality Coordinator, at hansonl@bouldercolorado.gov no later than Friday, January 30, 2015.