

## **CITY OF BOULDER ECONOMIC VITALITY INTERN**

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**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 and business trainings;
- Supporting the city's economic vitality team, including preparing presentation and meeting materials; and
- Assisting with the streamlining of the city's business sustainability programs.

**QUALIFICATIONS:** The ideal candidate will be a student from Economics, Public Administration, Business, Communication, Planning, or a related field. The position begins September 9. 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](mailto: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](mailto:hansonl@bouldercolorado.gov) no later than Friday, August 16, 2013.