

CITY OF BOULDER ECONOMIC VITALITY INTERN

The Economic Vitality Intern position has been filled through August 2015.

Future openings will be posted on the City of Boulder website (Job Opportunities) and the University of Colorado Boulder website (Career Services).

General description of the Economic Vitality Intern position:

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 the 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: Excellent writing and computer skills are required. The ideal candidate will be a recent graduate or a senior or junior student majoring in Economics, Public Administration, Business, Communication, Planning, or a related field.

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

PAY: The Economic Vitality Intern position is generally a paid internship.

For more information, please contact Jennifer Pinsonneault at 303-441-3017 or pinsonneaultj@bouldercolorado.gov.