

Greater Oshkosh Economic Development Corporation

Start Date: Spring 2018

Position Title: Project & Research Intern

Reports to: Greater Oshkosh EDC CEO

Hours: Approximately 10-20 hours per week

Compensation: \$12 per hour



Job Description:

This position will work closely with staff to execute economic development projects, research and initiatives in the greater Oshkosh area. The ideal candidate will demonstrate themselves to be a hardworking and passionate professional who is excited about improving the quality of life and business environment in the greater Oshkosh area.

This position will expose the intern to how business projects are facilitated, how research is used to understand our community, and how we are consistently working to position greater Oshkosh for new opportunities.

Hours per week will vary and may increase based on project size and deadlines as well as the intern's personal schedule and commitments.

Duties:

- Data research on subjects relating to demographics, statistics, community and company information.
- Develop economic and strategic plan reports.
- Database development, entry, and updates. Databases include available property, contacts, and various distribution lists.
- Create valuable reports based on the research and data collected to be used for public informational purposes.
- Execute property searches and assist with Request for Information responses from business prospects.
- Attend scheduled internal and external meetings as needed.

Skills/Qualifications:

- Organized, punctual, meticulous, and reliable.
- Professional; courteous manners with the public.
- Ability to be flexible and handle unexpected last-minute projects.
- Understands the importance of confidentiality.
- Strong writing and editing skills.
- Knowledge of Microsoft Word, PowerPoint, Outlook/Email Programs, and especially Excel.
- Research and data collection experience.
- May be beneficial for students pursuing any of the following majors: Urban Planning, Business, Political Science, Statistics, Economics.
- Knowledge of online tools, such as the US Census Bureau and the Bureau of Labor Statistics preferred.

Employment Requirements:

- Schedule is negotiable
- Term is flexible
- Professional attire
- Courteous and pleasant demeanor, hard work ethic
- Understanding of corporate culture and management roles

To Apply:

Please email a cover letter, resume, and the names of three references to:

Kimberly Land, kimberly.land@greateroshkosh.com

Deadline to Apply: Until filled