



## **BOSTON REDEVELOPMENT AUTHORITY**

### **TITLE: BUSINESS DEVELOPMENT INTERN, ECONOMIC INITIATIVES - UNPAID**

*The BRA's Economic Initiatives team implements and manages key economic sector projects to promote a strong economy in Boston. These initiatives attract, retain and grow retail, industrial, commercial, life sciences and creative sector businesses, promote environmentally sustainable growth and develop a trained workforce to ensure continued growth. We accomplish this by working in partnership with neighborhood residents, business owners, community-based organizations, and developers. The initiative managers each act as a City of Boston point-of-contact, provide financial and/or site location assistance, promote the City of Boston through sector outreach, and help develop the workforce. The goal of Economic Initiatives is to assist the Economic Development Division in providing a clear and integrated approach to economic investment that addresses the current and future needs of the city.*

**SUMMARY:** Under the supervision of the Deputy Director for Economic Initiatives and with the direction from Economic Sector Managers, participate and assist in daily operations by promoting the following diverse economic sectors: cleantech, life sciences, retail, creative economy, manufacturing, and youth engagement.

- Research and analyze the various economic sectors with a focus on improving and fostering Boston's long term economy.
- Assist with daily administrative tasks within the economic sectors helping the managers with company/industry requests, setting up meetings with companies, coordinating the site tours and events.
- Maintain the inventory and database of real estate sites for each specific economic sector.
- Keep track of economic trends and policy changes throughout the country; document the ones important to the Economic Initiatives' goals.
- Assist in social media updates on LinkedIn group and Twitter.
- Support and participate in various Economic Initiative functions deemed appropriate.
- Participate as a member of the Economic Initiatives team. Attend team meetings; actively participate in discussions for developing and managing initiatives.

**QUALIFICATIONS:** Candidates must be enrolled in an undergraduate or graduate degree program, with coursework in Business/Economics or related field. Must have a demonstrated interest in economic development issues, exceptional communication, written, organizational and research skills. Must have knowledge of and experience with MS Office. Familiarity with social media is a must.

#### **FALL SEMESTER**

*Flexible start and end dates; schedules open to discussion based on student and employer needs.*

#### **ALL INTERNS MUST BE CURRENTLY ENROLLED STUDENTS**

*\*Students must be able to supply a transcript (proof of current enrollment)*

#### **Submit resume/cover letter to:**

**BOSTON REDEVELOPMENT AUTHORITY, HR**

43 Hawkins Street

Boston, MA 02114

E- Mail: [Hr.bra@cityofboston.gov](mailto:Hr.bra@cityofboston.gov)