

## **Economic Development Data Analyst Intern**

As the economic development agency for the City of St. Louis, St. Louis Development Corporation (SLDC) is committed to growing investment in the City by enhancing the value of real estate while enabling the sustainability and success of neighborhoods.

The economic development data analyst internship will yield valuable insight and practical knowledge into the economic impact of incentives, redevelopment, and development in an urban environment.

### **ROLES/RESPONSIBILITIES**

Analyst interns at SLDC will work with the development incentive and project management teams to assist in the creation and design of tools and models to capture the impact of redevelopment and incentives. The intern(s) will work with teams to gather data requirements. The intern will assist in the evaluation of data and database technologies and related software, tools, and standards. Define, design, and document data models. Develop clear definitions for data elements, and build the framework for on-going data analysis (what information is maintained, who is responsible for maintaining data, when does data get updated, what format/databases/integration is needed, etc.). Assists staff in collecting and preparing data for projects implementation.

Intern(s) will develop the following skills and knowledge:

- Planning, organizing, preparing, presenting reports and studies
- Research, analysis, and preparation of recommendations
- Interview, survey and group facilitation
- Evaluation of solutions
- Problem solving and decision making

### **INTERNSHIP DETAILS**

- Application Deadline: March 31, 2017
- Duration: 10 – 12 weeks
- Full-time: 40 hours/week
- Paid Internship: \$12/hour
- Start Date: TBD (selected candidate start date availability)
- Benefits – paid parking or metro pass, Holiday pay

### **KNOWLEDGE AND SKILLS REQUIRED**

- Statistical and financial analysis
- Principles and strategies of economic development
- Computer software and applications related to database development, spreadsheet creation, presentation of material (i.e., Word, PowerPoint, Excel and Publisher)
- Clear understanding of basic economic development incentives and their potential impact
- Mapping software with the ability to create maps with layered data (i.e., ERSIs and ArcView)

- Effective communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc.

#### **OTHER REQUIREMENTS:**

- Graduate degree or enrolled in a graduate level program related to public administration, urban planning, public policy, economic development or closely related field.

**The intent of this position posting is to provide a representative summary of the major duties and responsibilities. Interns may be requested to perform job-related tasks other than those specifically presented in this posting.**

#### **WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior/office work environment.
- Exposure to elements during site visits.
- Requires the ability to lift and carry files/papers of up to ten pounds.
- Requires the ability to stoop, crouch, balance, bend, and climb during site visits.
- Requires the ability to distinguish objects clearly in near vision for writing and computer work.

#### **EQUAL OPPORTUNITY EMPLOYER**

St. Louis Development Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, religion, age, disability, sex or sexual orientation, gender identity or expression, genetic information, veteran's status or marital status.

#### **HOW TO APPLY**

Interested applicants can go to [www.stlouis-mo.gov/slhc](http://www.stlouis-mo.gov/slhc) and click on Careers at SLDC to apply online.