

## **Economic Development Intern**

### **Agency Overview:**

The Regional Planning Commission of Greater Birmingham (RPCGB) is one of 12 regional councils throughout the State of Alabama. The agency provides technical assistance and planning services to Blount, Chilton, Jefferson, Shelby, St. Clair, and Walker counties, as well as the municipalities within those counties. Services cover a wide range of areas, including community and transportation planning, GIS mapping, data procurement and analysis, grant application assistance, and specialized market studies.

The RPCGB is currently hiring an internship position with the agency's Economic Development (ED) Department for the Spring 2023 semester. The ED Department is responsible for assisting local communities within the six-county region with identifying their project priorities and equipping leaders with the necessary information they need to complete projects and expand their potential. The ED Department consults with municipalities about available state and federal grant opportunities and assists them with proposal development, as well as conducts specialized market studies to equip leaders with tangible information to assist with project development. In addition, the staff monitors economic conditions of the region and coordinates EDA and ARC technical assistance programs for the agency. Please visit the RPCGB website at [www.rpcgb.org](http://www.rpcgb.org) for more information.

### **Job Description**

The ED Department is seeking a dynamic and self-motivated Economic Development Intern to assist the Director and staff with conducting economic market assessments, economic development strategic plans, and other related projects for the spring term. In addition, the intern will be tasked with completing an independent project related to the objectives of the department. The scope and details of the project will be decided between the intern and the economic development team and will be based on the selected individual's specific skillset and interest topic. This position is viable for a 10-to-12-week term during the spring, depending on the selected candidate's availability, from mid-January to early May 2023.

### **Tasks & Responsibilities:**

- Provide analytical and technical support as part of the economic development team in the planning and preparation of economic plans and reports
- Assist with program-specific projects through data collection and analysis and report generation
- Work with supervisor to develop goals and desired outcomes for their internship
- Assist with researching and compiling funding opportunities and other resource tools for local governments for disbursement
- Aid local government agencies with ongoing economic efforts and projects throughout the six-county region
- Assist with the development or creation of reports and/or promotional or informative materials, including flyers and brochures for economic development reports and public engagement
- Provide support for Economic Development Department
- Other duties as assigned

**Competencies/Qualifications:**

- Ability to work in a partially remote environment: The ED Department is currently working mostly remotely, while attending meetings and travelling when required. A successful candidate will be self-motivated and can independently take initiative in completing tasks
- Interested in gaining experience in the public sector to prepare for a career in public service
- Ability to balance various assignments, prioritize tasks, meet deadlines, and craft own workplan
- Ability to interact professionally with staff and associates
- Strong analytical, critical thinking, and communication skills
- Strong research skills; has experience analyzing data and drawing conclusions
- Proficiency in Microsoft Office Suite programs, specifically Excel and Word
- Good time management and organizational skills
- Ability to think critically and problem solve creatively and independently
- Experience with Adobe products, such as Acrobat or InDesign, is preferred but not required

**Education:**

A senior undergraduate student pursuing a bachelor's degree in political science, public administration, economics, or a related field, or a graduate student seeking a master's degree in public administration or related field. An equivalent combination of education and experience sufficient to provide the required knowledge, skills, and abilities may be considered.

**Submission Instructions:**

Applicants should send a cover letter expressing interest and reasons for applying, a detailed résumé, and two references to [hr@rpcgb.org](mailto:hr@rpcgb.org). Position will remain open until filled. Interested applicants are encouraged to apply early. The deadline to apply is Friday, December 16<sup>th</sup>.

If you have any questions regarding this application announcement, please email Jesslan Wilson, Director of Economic Development, at [jwilson@rpcgb.org](mailto:jwilson@rpcgb.org).