



BOSTON REDEVELOPMENT AUTHORITY

TITLE: INTERN, ECONOMIC DEVELOPMENT

UNPAID

SUMMARY OF RESPONSIBILITIES: Under the direction of the Senior Project Manager/Planner, ECD, the Intern will assist with a recently launched initiative intended to showcase and strengthen Boston's innovative capacity. The BRA is working with a range of external partners, including people from the business community (e.g. finance, biotech, software), entrepreneurs, digital artists, and representatives of the non-profit/social entrepreneurship sector. We also have a cross-section of BRA and other City staff involved in the project.

Support is needed in the following areas:

- *General administrative support*
- *Research support on the Boston/regional economy and innovation infrastructure, in conjunction with the BRA's Research Department*
- *Support for the team looking to identify ways to showcase and foster entrepreneurship; particularly cross-sectoral entrepreneurship*
- *Support for the team looking at strategies for providing affordable space to entrepreneurs and start-ups in the form of incubators, virtual incubators, and other strategies that will be defined. This could include research into business models, financial analysis, real estate investigation, or other tasks.*
- *May include additional tasks to be defined as the work proceeds.*

QUALIFICATIONS: Work requires undergraduate course work in economics or social sciences or with the following requisite background knowledge.

- Knowledge of basic principles of economics, urban/regional economic development, and/or business development
- Basic quantitative skills and knowledge of Microsoft Excel required; higher-level quantitative skills desirable
- Ability to multi-task and effectively provide support to multiple individuals or groups
- Must be comfortable synthesizing findings in memos, reports, and presentations
- Interest in public policy and in gaining experience in a government agency
- Supervision and guidance will be readily available, but intern should have the ability to make progress on tasks independently

DATES of INTERNSHIPS Winter-Spring 2010

****Must have availability to work one or two days per week for the spring semester.**

ALL INTERNS MUST BE CURRENT STUDENTS and *supply (proof of current enrollment) prior to hire.*

Submit resume/cover letter to BOSTON REDEVELOPMENT AUTHORITY, HR

**43 Hawkins Street
Boston, MA 02114
617-918-5458 (fax)**

E- Mail: Hr.bra@cityofboston.gov

