



Baton Rouge North Economic Development District

Economic Development Intern Position

Job Title: Intern

Reports To: Executive Director

Job Type: Paid, Part-Time flexible schedule. (Monday – Friday, 10 -15 hrs.)

Purpose of Position: Assist staff with executing projects focused on economic development, community development and assistance to businesses. BRNEDD conducts a wide variety of programs focused on local business assistance, increasing livability, and attracting new business investment to the district. The Economic Development Intern will assist with general administrative tasks and assignments.

Duties & Responsibilities:

Provide assistance and coordination to the following:

- Conduct research and collect qualitative and quantitative information for use in investment attraction efforts and assistance to local businesses.
- Attend meetings with BRNEDD staff and business leaders, provide administrative assistance where necessary.
- Collaborate with the Executive Director, and staff to draft articles and newsletters to support an effective program of investment attraction efforts in the district.
- Assist with gathering community development data, including the Cost-of-Living Index and Live.Work.Play. Metrics.
- Assist with signature projects and present results to staff.
- Demonstrate professionalism and responsibility in representing BRNEDD. Develop and maintain effective working relationships with staff, Board members, and the public.
- Perform other duties as needed or assigned.

Administration & Additional Responsibilities:

- Support the update of the BRNEDD's website – integrating data analytics and other resources, as established by Executive Director.
- Occasionally plan, design, create and distribute marketing and communication material (electronic or hard copy) in support of the organization's mission.



- Create graphics, presentations, and other visuals for external and internal dissemination.
- Execute written products including meeting minutes, press releases, blog posts, research papers, spreadsheets with data captures, etc.
- Support communication and social media strategies on Twitter, Facebook, Instagram, and LinkedIn.
- Provide administrative support to staff to assist with scheduling and evening planning.

Relevant Skills and Experience:

- Proactive and self-motivated worker who takes initiative, a self-starter.
- Ability to balance various assignments, prioritize tasks, and meet deadlines.
- 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.
- Proficient in Microsoft Office Suite programs, specifically Excel and Word.
- Good time management and organizational skills.
- Ability to think and solve problems creatively and independently.
- Experience with QuickBooks, zoom meetings, Zoom Webinars, Social media platforms, Adobe products, such as Acrobat or InDesign, is preferred but not required.

Educational Requirements: Applicant must be in pursuit of a bachelor's degree. Majors in business, public administration, economics, marketing, public relations, or related field preferred, but not required.

Application Instruction: Applicants should send 1.) a cover letter expressing interest and reasons for applying, 2.) Answer the following question: What does Economic Development at the local level mean to you? and 3.) a detailed résumé, to April Hawthorne, Executive Director, at ahawthorne@brnedd.com. Visit www.brnedd.com for more information.

Baton Rouge North Economic Development District is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.