

Research and Business Development Intern

About Albuquerque Economic Development, Inc.:

AED is a private, nonprofit organization whose mission is to recruit new employers and industry and help local companies grow to generate quality job opportunities for the Albuquerque metro area. It serves as an umbrella organization to promote investment in Bernalillo, Sandoval, Torrance and Valencia counties. With support from investors and allies in the public and private sectors, AED actively recruits those companies that will export goods or services from New Mexico, thereby bringing new investment dollars to the state. Since 1960, AED has been a highly respected and driving force in the region.

Summary:

The Research and Analytics internship is a unique opportunity to be part of a regional economic development organization, learn about the profession and have an impact on the community by contributing to the attraction of jobs and investment to our region.

Tasks Include:

- Researching, reviewing, analyzing and reporting upon data and information on a broad range of topics related to economic development, industry sectors, and locational competitiveness.
- Reviewing and organizing relevant data and documents from various sources on a recurring basis, including electronic databases, academic journals, and government documents.
- Monitoring and preparing summaries regarding current events and news as they pertain to specific research topics.
- Analyzing target company information and develops corporate and executive team profiles and summaries.
- Authoring reports, briefing memos and white papers as assigned.
- Reaching out via phone, social media and email to a target number of corporate prospects to gauge interest on the company's growth plans.
- Compile and enter data in the AED internal CRM system to track and report upon all activity.
- Assist in the development of creative 'pitch' materials and digital presentations to business location consultants and c-suite executives.

Position Details:

- Part-time
- Hourly wage begins at \$15 per hour

- A minimum commitment of four hours per week up to a maximum of 20 based on discussion and agreement at time of hire
- All internships are up to 6-month assignments with planned end date, with the opportunity for extension

Experience and Skills Needed:

- College students in their junior or senior year. Master students preferred.
- Major in economics, public policy, science and technology, business, finance or related areas.
- Previous work experience desired.
- Strong computer skills (Microsoft PowerPoint, Microsoft Word, Excel, and Outlook).
- Experience in GIS a strong plus.
- Strong natural curiosity, self-starter, fast learner and team oriented.

To apply:

- Please submit cover letter and resume to Beverly Cruz at bcruz@abq.org. NO CALLS PLEASE.