

PLEASE POST
Waukesha County Center for Growth
2017
Internship Opportunity for
ECONOMIC DEVELOPMENT INTERN (PART-TIME, paid)

Paid Internship Opportunity for Graduate Students

BACKGROUND: The Waukesha County Center for Growth is a 501 (c) (3) non-profit Economic Development Organization that began operations in 2016. Funded by Waukesha County, the City of Waukesha, University of Wisconsin – Small Business Development Center, and the Waukesha County Business Alliance; the Center for Growth provides a full range of services to existing, expanding and prospective businesses in Waukesha County. This includes business retention and expansion visits with existing firms; conducting site, building and space searches; assistance in obtaining local and state regulatory approvals; assistance in obtaining financing; and assistance in attracting, hiring, and training needed work force through partner agencies.

PURPOSE: The Economic Development Intern provides assistance to the Director of Economic Development, researching, analyzing and reporting on economic, demographic and market data in Waukesha County and other areas in the competitive set. A wide range of activities are involved and interns have the opportunity to experience the full scope of Economic Development programs and operations within Waukesha County and many of its municipalities.

ESSENTIAL FUNCTIONS:

- ◆ Researches, analyzes and prepares reports on the economic base of Waukesha County and the region; demographic characteristics of the County and its municipalities; characteristics of various industries; and other market information.
- ◆ Assists in compiling information for Economic Profiles prepared for communities in Waukesha County.
- ◆ Researches and prepares reports on available sites; office, industrial and retail buildings; and commercial space within buildings utilizing the Xceligent Commercial Real Estate Data Base.
- ◆ Enters site, building and commercial space information into the Xceligent data base as required.
- ◆ Prepares a variety of GIS maps for site, building and area planning studies, development plans and projects utilizing the Waukesha County Geographic Information System mapping.
- ◆ Researches and prepares PowerPoint and other media presentations for Center for Growth staff regarding the County's economic base, current developments, business park plans, redevelopment areas, and other current planning issues.
- ◆ Completes research and assists in the design and production of promotional and informational materials for the Center for Growth, in conjunction with the Waukesha County Business Alliance Marketing Coordinator and other staff.
- ◆ Completes background analysis of existing and prospective companies and market analyses as needed.
- ◆ Assists in preparing, conducting, tabulating and reporting the results of various business surveys via e-mail, phone, etc.
- ◆ Assists with the preparation of grant applications for economic development, community development, and transportation financing programs as directed.

THE REQUIREMENTS:

1. Graduate or Undergraduate Education emphasis in urban and regional planning, urban affairs, economic development, public administration, or business preferred.
2. Ability to research using statistical methods and sources of data relating to planning and economic development.
3. Knowledge of computer applications in planning or economic development. GIS knowledge preferred.
4. Knowledge of computer software programs including spreadsheets, word processing and databases.
5. Ability to perform intermediate calculations.
6. Ability to effectively communicate in both written and verbal formats.

Interested candidates should submit a letter of interest and resume to:

Tim Casey, Director of Economic Development, at tcasey@waukeshagrowth.org to be considered for this opportunity. Mr. Casey will follow up with interested individuals, and schedule interviews as appropriate.