



Economic Development Intern

The Waukesha County Center for Growth, Inc. is a 501 (c)(3) non-profit economic development organization that began operations in 2016. Funded by Waukesha County, the City of Waukesha and other municipalities, 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.

Internship Overview:

The Economic Development Intern provides assistance to the Director of Economic Development and other staff researching, analyzing and reporting on economic, demographic, labor force, 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.

The Intern will also assist the Director of Talent Development with implementation of the Waukesha County Workforce Development Strategy. Activities will range from labor force data collection, wage and salary comparisons, preparation of job fairs and career expos and providing assistance with employer collaborative meetings, regional efforts and other talent initiatives operations.

This is a part-time, temporary, paid internship. Hours are expected to be approximately 20 – 24 per week, Monday through Thursday. The internship is expected to run approximately late May through early September.

Duties:

- Research, analyze and prepare 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.
- Assist in compiling information for economic profiles prepared for communities in Waukesha County.
- Research and prepare reports on available sites; office, industrial and retail buildings; and commercial space within buildings utilizing the CARW Commercial Real Estate Data Base.
- Research and prepare report on the labor force in the area; current job openings, wage and salary data, etc.
- Assist staff in preparing for committee meetings and events including job fairs, career expos and others as directed.
- Prepare a variety of GIS maps for site, building and area planning studies, development plans and projects utilizing the Waukesha County Geographic Information System mapping.

- Research and prepare 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.
- Complete research and assist in the design and production of promotional and informational materials for the Center for Growth, in conjunction with the Public Relations and Marketing Manager and other staff.
- Complete background analysis of existing and prospective companies and market analyses as needed.
- Assist in preparing, conducting, tabulating and reporting the results of various business surveys via e-mail, phone, etc.
- Assist with the preparation of grant applications for economic development, community development, labor force development and transportation financing programs as directed.

Qualifications:

- Undergraduate or graduate education emphasis in business, economics, economic development, public administration, urban and regional planning, urban affairs or related field preferred.
- Ability to research using statistical methods and sources of data relating to planning and economic development.
- Knowledge of computer applications in planning or economic development. GIS knowledge preferred.
- Knowledge of computer software programs including spreadsheets, word processing and databases.
- Ability to perform intermediate calculations.
- Ability to effectively communicate in both written and verbal formats.

How to Apply:

Interested candidates should submit a letter of interest and resume to: Tim Casey, Director of Economic Development, tcasey@waukeshagrowth.org.