

JOB DESCRIPTION

Economic Development Internship

The city of Cambridge has an exciting opportunity for an Economic Development Internship for those interested in the life sciences sector in Cambridge. The Economic Development Division of the Community Development Department focuses on job creation and retention of the life sciences sector, among other industries.

Assist in daily operations of managing the life sciences sector activities for the division, including but not limited to direct outreach for the BIO International Convention. Maintain the inventory and database of real estate sites for the life sciences industry within the city of Cambridge. Update and manage the inventory and database of life sciences companies in the city of Cambridge. Research life sciences industry and assist with outreach to companies and execution plan. Keep track of life sciences related news and policy changes, document the ones important to the program goals and assist in social media updates on Community Development Blog and Twitter.

DUTIES AND RESPONSIBILITIES: Intern should be a graduate student in current undergraduate or graduate student with educational background in Economics, Marketing, Communications, or Management. Work requires proficiency with Windows and Microsoft Office, spreadsheets, databases, and online search engines, good organizational skills, knowledge in the use of social media platforms, and the ability to interact well with the public and other staff is essential.

Duration: This is a part-time position for 15 hours per week and will be available beginning immediately and will end on July 31, 2014 at a rate of \$14.51 per hour. No benefits offered.

APPLICATION PROCEDURE: Applicants must submit 2 copies of your resume and letter of interest Rona Abrahams, Community Development Department, 344 Broadway, 3rd Floor, Cambridge, MA 02139 no later than February 20, 2014 or e-mail rabrahams@CambridgeMA.gov. No phone calls please.

The City of Cambridge is an equal opportunity/affirmative action employer. Women, minorities, veterans, and people with disabilities are strongly encouraged to apply. City of Cambridge residents especially are encouraged to apply.