



City of Berkeley, Office of Economic Development Summer/Fall 2016 Internship Job Description

Office of Economic Development

The mission of the Office of Economic Development (OED) is to serve Berkeley's commercial needs through business retention, business attraction, and the expansion of employment and business opportunities for Berkeley residents, entrepreneurs, and property owners; to generate a healthy business climate that maintains and enhances the environmental quality of the City, produces tax revenues to support civic goals and provides goods and services for the Berkeley populace; to support artistic and cultural activities for the community and generate new arts resources; and to ensure equal opportunities for minorities, women, and disabled persons in these endeavors.

This paid internship will involve a variety of assignments related to a range of economic development activities including commercial district support, business attraction and retention, and real estate.

Duties and Tasks:

- Conduct quantitative and qualitative research (e.g., analyzing employment data, conducting interviews and surveys) to support the development of a comprehensive report to be presented to the Berkeley City Council in fall 2016. This report may focus on the San Pablo commercial district, or on another topic to be determined.
- Conduct analysis of commercial occupancy data and sales tax data to identify trends and inform policies and programs.
- Create and maintain tools for business attraction and retention, including demographic profiles, maps, and marketing materials.
- Provide support to the Small Business Revolving Loan Fund and Loan Administration Board, including outreach to borrowers and prospective borrowers, meeting support, and other duties as assigned.
- Provide support to business improvement districts and merchants associations across the City.
- Support staff activities to provide targeted services to specific industry clusters (e.g., food manufacturing). This may include communications, research, event support, and network building.

Desired Qualifications:

- Bachelor's degree in urban studies or related field.
- Candidacy for Master's degree in planning, public policy, business, communications or a related field is preferred.
- Experience conducting research and data analysis projects in the field of economic development or planning.



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- Proficiency in word processing, spreadsheets, and other professional software.
- Proficiency in GIS, graphic design, and other planning-related software is preferred.
- Strong writing skills.

Time commitment: Approximately 20 hours per week, with some flexibility to accommodate the desired candidate's availability and qualifications.

Apply by August 8 by e-mailing a résumé to Jordan Klein at jklein@cityofberkeley.info with subject line "OED Internship."

Contact:

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