



Title: Intern, Research and Advisory **Location:** Boston, MA
Date: September through December, 2018 **Website:** <http://icic.org>
Salary: Paid Internship **Contact:** icicresumes@gmail.com

Background:

The Initiative for a Competitive Inner City (ICIC) is a national non-profit organization founded in 1994 by Harvard Business School Professor Michael Porter to promote economic development in America's inner cities through private sector engagement that leads to job, income and wealth creation for local residents. ICIC brings together business and civic leaders to drive innovation and action, transform thinking, and accelerate inner city business growth. ICIC's research highlights the competitive advantages of inner cities and informs its advisory practice. At ICIC, you will work with talented, creative and committed professionals in a collaborative culture dedicated to excellence and innovation.

Position Summary:

ICIC is seeking a research and advisory intern who is able to work between 20-25 hours a week for the fall semester (September through December), with the possibility of working more hours. The intern will work closely with research and advisory staff to support research projects concerning urban economic development and business growth issues. Responsibilities will include assisting in qualitative and quantitative data analysis, conducting primary research and literature reviews, and supporting content development, such as presentations, blogs and infographics.

Duties and Responsibilities:

- Perform quantitative analysis involving large data sets, using Excel and other data analysis software
- Assist in conducting primary research using surveys, interviews and qualitative analysis
- Compile and synthesize data and information from public and private sources
- Support management of databases and data sets
- Assist in the preparation of blog posts, reports and presentation materials for external and internal audiences

Required Qualifications:

- Currently enrolled in an undergraduate or graduate degree program with strong academic performance in Economics, Statistics, Business, Geography, Urban Planning or a similar discipline
- Strong analytical skills and data analysis experience, including proficiency in Microsoft Excel. Familiarity with Microsoft Access is desired
- Ability to work both independently and collaboratively with peers across disciplines
- Excellent written and verbal communication skills, including proficiency with Word and PowerPoint

Why ICIC?

ICIC is the right place for you if you want to work in a dynamic and professional environment in an organization that is committed to improving the lives of inner city residents. You will be exposed to unique research opportunities and work closely with our nationwide clients.

Application Details:

The position will remain open until filled, but we will start considering applications on **August 10th, 2018**. Please submit a resume and cover letter, with the job title as the subject line, to icicresumes@gmail.com. This is a paid, part-time internship based in our office in Dudley Square in Boston, MA. The intern will work between 20-25 hours per week, with the possibility of working more hours, and will be paid hourly. We also will consider students looking for a for-credit internship or who have secured funding for an unpaid internship through their academic institutions or another source. ICIC is an equal opportunity employer. No phone calls please.