

JOB POSTING

Working Job Title: **Market Research Intern**
Position Reports To: Vice President, Market Research and Analysis

OBJECTIVE

This position supports the Business Investment market research activities of the Allegheny Conference including prospect identification, company recruitment and global marketing.

JOB SUMMARY

A creative, organized person is needed for a paid internship to assist the Market Research and Analysis function of the economic development program area of the Allegheny Conference on Community Development. The term for this part-time temporary position will begin mid-May 2017 and last through December 2017; the term may be extended upon mutual agreement and availability of funds. Rate of pay is \$12.00 per hour. Work can be scheduled around classes although it must be during normal business hours.

The position calls for a self-starter who is not afraid to think creatively and is able to track down difficult-to-find information. In addition, the candidate should be able to meet deadlines while balancing multiple projects and maintaining the highest quality standards.

PRIMARY RESPONSIBILITIES

- Perform secondary research by searching databases, company websites, and outside surveys
- Support Market Research Analysts in completing research requests including assembling demographic, economic and business information
- Maintain selected databases, electronic files, online resources, and paper documentation
- Update portions of the internal website and maintaining internal lists and resources
- Balance multiple priorities, working independently or participating as a part of a cross-functional team, keeping others informed through clear written and verbal communication, while maintaining a high level of productivity

SKILLS & EXPERIENCE

Education: Current university student

Knowledge: Candidate should have interest in areas such as marketing, research, statistics and economic and community development issues

Experience: Position will entail significant phone and Internet usage; experience in these areas is desired

Skills: Data mining and business analytics
Excellent oral and written communication skills
Excellent organizational, planning, problem-solving, quantitative, and project management skills
Proficient in MS Office suite and database software. GIS skills a plus.

Send resume to hrdept@alleghenyconference.org