

Position Description

Business & Place

Development Intern



What we're looking for (12-15 hours a week, fully remote, unpaid)

The Lansing Economic Area Partnership (LEAP) is seeking a Business & Place Development Intern to support economic development in the city of Lansing via LEAP's contract with the Lansing Economic Development Corporation (LEDC). Interns will engage in a variety of marketing, data curation and research activities, including supporting the expansion of the LEDC's project success website pages, investigating innovative economic revitalization tools and more. Project work will be jointly developed by the Business Development Department and each intern, with a focus on aligning work with individual fields of study and career paths.

In addition to specific projects, interns will attend LEAP board, staff, department and intern-specific meetings; will be encouraged to explore the field of economic development through conversations with LEAP staff; and will chronicle their experiences through blogging and social media.

What you'll do

- Pull and analyze data from multiple sources to evaluate LEDC projects/programs
- Develop reports and marketing materials for the business development department's past and current activities
- Update the LEDC website to include projects, data, activities and more
- Investigate ways to revitalize challenging public and privately owned spaces in Lansing, including the Build Lansing initiative and Community Investment Trusts
- Research equitable economic development tools that could be used in Lansing
- Other development-related projects as mutually designed and agreed upon

What you need

- Currently completing a bachelor's degree, or within one semester of completing an associate degree, in planning, development, real estate, public administration, business administration, economics, communication, finance or a similar field
- A basic understanding of and willingness to learn the skills, concepts and techniques of an economic development professional
- Ability to set priorities, meet strict deadlines, flexibility with changing priorities
- Strong analytical, intrapersonal, written and oral communication skills
- Reliable personal computer equipment
- Ability to work both independently and in a collaborative team environment
- Ability to maintain confidentiality of highly sensitive information

Questions?

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