

## Colorado Office of Economic Development & International Trade

Internship Title:	International Data & Analytics Internship
Reports to:	Project Manager, Global Business Development, OEDIT
Location:	Online, Mountain Standard Time
Dates:	September 1 - November 27, 2020
Hours:	20 hours/week
Compensation:	Unpaid

### Overview

The Office of Economic Development and International Trade (OEDIT) was created to foster a positive business climate that encourages economic development through the support of local and regional economic development activities across Colorado. A comprehensive slate of programs within OEDIT's divisions work together to offer economic development services for all Colorado businesses--new and expanding, traditional and emerging, small and large--including retention programs to ensure continued competitiveness of Colorado's economic base.

Within OEDIT, the Global Business Development (GBD) division elevates Colorado businesses and communities by offering programs, services and incentives that foster an innovative and healthy economy where people, businesses and communities thrive. Such offerings include tax incentives and grant programs related to business recruitment, retention, expansion, export promotion, foreign direct investment, and data analytics services.

### Internship Program

GBD's Internship Program is designed to be an educational experience that offers a unique opportunity to inspire students interested in international business and public service. The program will give students professional experience while providing a substantive learning opportunity that they can leverage in their future careers.

### Position

The International Data & Analytics Intern will play a key role on the Global Business Development Team. The intern's primary duties will be to assist the GBD Strategy & Analytics Manager by conducting various research projects focused on economic data, trends, and analysis. Additionally, the intern will support the GBD Project Manager by developing presentations, drafting business proposals, and working on global diplomacy-related projects.

### Responsibilities

The International Data & Analytics Intern's responsibilities will vary based on the division's activity in which the student participates. This could include:

- Assist in the strategizing and execution of various economic reports
- Research and aggregate data from online subscription sources
- Assist in the planning and organizing of virtual events
- Blog about global and domestic activity as it relates to the division's work and contribute to social media campaigns
- Support efforts that organize and streamline the division's workflow
- Provide logistical and administrative support
- Conduct proactive follow-up with international business and government contacts

- Draft event and meeting briefings for senior leadership (Governor, Executive, Director or Staff)

### **Requirements**

In order to be considered for this position, applicants must satisfy the following requirements:

- A current undergraduate from an institution of higher education studying business, entrepreneurship, economics, finance, international relations, political science, or other relevant fields of study
- Must pass a background check
- Must have availability of 20 hours/week
- Preferred: IT skills with experience in analytics, data visualization, and/or technical support

### **Qualified Candidate**

In addition to meeting the previous requirements, qualified candidates will possess the following:

- Commitment to serving Colorado and the Governor's Office
- Able to take instruction well and maintain a positive attitude despite challenging circumstances
- Dependability, flexibility, and ability to maintain confidentiality
- Work well under pressure and perform a diverse set of tasks
- Possess a professional work ethic, enthusiasm to gain new knowledge, and openness to learning
- Demonstrated passion for Colorado intent on making the state and their community a better place

### **Application Process**

To apply for this position, applicants must email the following documents to [oedit.info@state.co.us](mailto:oedit.info@state.co.us) with the subject line "International Data & Analytics Intern."

- Cover Letter
- Resume
- Current Transcript
- Letter of recommendation from a professor
- Letter of recommendation from a peer student

**Deadline to apply is August 21, 2020.**

Due to the large volume of resumes we receive, we do not acknowledge receipt of each application and are unable to give status updates. If a strong match is found between your qualifications and the requirements of the position, a member of the recruiting staff will contact you to further discuss the internship opportunity.