

CITY OF SCRANTON OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT
INTERNSHIP

Internship Function:

This internship in the Office of Economic and Community Development (OECD) within the City of Scranton will provide hands-on experience with economic development in a broad range of areas, such as housing, planning, business development, and data processing. OECD has a number of constituent programs that come under the Office's general umbrella, and so the intern will have the opportunity to work with a variety of professionals and engage in a series of unique tasks.

The intern will be under the general supervision of the Executive Director and Deputy Director of the Office of Economic and Community Development.

Potential Duties and Responsibilities:

The below are some potential areas of focus for the internship; in your application, you may indicate which areas are of most interest to you.

1. Process United States Census and other data to create a dynamic census-tract/neighborhood-level profile database; create data visualizations and link to GIS software.
2. Assist the Office with various marketing efforts, including the promotion of informational brochures for Office programs and the development of an Office social media presence.
3. Research on economic development opportunities within the City of Scranton, focusing on City assets such as its higher education institutions and transportation infrastructure.
4. Plan, develop, and implement an Office data intake and processing program.

Skills & Background:

1. Public policy, planning, economics, community development and/or political science coursework.
2. Familiar with Federal & State Economic Development and Housing programs is a plus
3. Ability to accurately deal with difficult situations and to work in Team environment.
4. Excellent communication skills (written and oral).
5. Proficient computer skills in Word, Excel, PowerPoint.
6. Any experience with GIS, State, or R is a plus

Hours:

This internship would be 10-15 hours per week. There is flexibility on specific time and days, within the Monday-Friday 8-4:30 p.m. work-week. The internship would take place at City Hall, 340 North Washington Ave. in downtown Scranton.

To apply to this position, please email your resume and cover letter to Julie Shumacher Cohen, Director of Community & Government Relations, at julie.cohen@scranton.edu