

SFCED

SAN FRANCISCO CENTER
FOR ECONOMIC DEVELOPMENT

SFCED Project Research Intern (Unpaid)

San Francisco Center for Economic Development

SFCED offers semester and year-round internships for graduate and undergraduate students in economic development, business administration, public administration, political science, and urban studies.

This unpaid internship is to assist and/or manage research projects focusing on the private sector economy for the San Francisco Center for Economic Development (SFCED), an affiliate of the San Francisco Chamber of Commerce.

The SFCED works collaboratively with the city and county of San Francisco and other like-minded organizations to promote a thriving economic climate by attracting and retaining businesses in San Francisco and promoting a business friendly environment.

Interns gain practical work experience, contribute to reports, case studies, and presentations on economic development issues and trends, and receive a rare and invaluable education about the San Francisco business sector with plentiful opportunities for networking while learning about San Francisco's economy and trends.

Applicants should have:

Excellent writing and organizational skills
Ability to work independently
Familiarity with research and reporting methods
General knowledge of economic development programs and issues
Willingness to work in team environment
Flexibility and desire to work on varying projects

Responsibilities:

1. Read SF newspapers daily (Examiner, Chronicle, SF Business Times) become abreast of political and economic climate in SF. Constantly look for SFCED mentions, new businesses in SF, industry specific news (i.e. biotech, cleantech, real estate)- save these articles;
2. Update research/statistics on SFCED website. Submit new info to supervisor;
3. Support Executive Director, Administration & Communications Coordinator and Director of Business Development as needed;
4. Be available to research and answer public inquiries;
5. Work on special projects as assigned.
6. Update San Francisco and regional Reports

Submit cover letter and resume to:

Dennis J. Conaghan
Executive Director

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