



The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.

Indy Chamber Job Expectations

Title	Economic Development Intern (Global Indy Programs), Indy Partnership	Date last revised: 8/13/18
Reports to	Indy Partnership team	
Hours	15 hrs/week for Fall 2018	
Summary	<p>The Economic Development Intern supports the Indy Partnership team with the following:</p> <p>Consular corps project:</p> <ul style="list-style-type: none"> The Indy Partnership will be working to help raise the profile of our local consular corps, representing nine different nations, while collaborating with them to build relationships for economic development and the business community. The intern will research, outline, and plan content for a website for this consular corps; and support any related projects. <p>Research and brief writing:</p> <ul style="list-style-type: none"> Global Indy Business Center: Research to support the development of the Global Indy Business Center, a soft landing pad for international companies looking to open their doors in our region. This includes research to build profiles of investors that can support the Center. Global Cities Initiative and trade benchmarking: Research on progress and best practices of other Brookings Global Cities. Exports: Ongoing research on local companies that can grow via exports. Mapping of local export resources. Country briefings: As needed, contribute to research and brief writing on companies, countries, and cultures relevant to Global Indy events, trade missions, and activities. Other research projects: As assigned. <p>Site visit support:</p> <ul style="list-style-type: none"> Support for site visits, as needed. (Economic development team members receive business prospects to the Indianapolis region and acquaint them with this market. The intern may support the planning of these visits.) <p>Economic development events:</p> <ul style="list-style-type: none"> On-site event support as needed 	
Evaluation of performance	Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all policies and standards set by the Chamber; and consistently demonstrating established Chamber values.	
Performance metrics	Performance will be measured based on: Timeliness and accuracy of activities; attendance.	



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<p>Critical skills, knowledge, and behaviors</p>	<ul style="list-style-type: none"> • Research and writing: Excellent research and brief writing skills. High attention to detail and accuracy. • Interpersonal: Effective interpersonal and project management skills; must be flexible and effectively communicate with a variety of individuals in an organization, often while balancing multiple projects. Works well in a team environment and as part of a team. Customer service orientation with both internal and external customers. Proactive in anticipating and alerting others to problems with projects or processes. • Professionalism: including ability to keep information confidential, as required. • Technical: Adept in Microsoft Office • International orientation: Interest in and experience in international affairs is preferred. • Website design: Able to conceive of and lay out plans for a new website (preferred – will not have to design the website)
<p>Experience, education, degrees, licenses</p>	<ul style="list-style-type: none"> • Completing (or completed) undergraduate or graduate work in business, economic development, international relations, or another applicable field.