GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development

DMPED Honors Internship Program
Data Analyst

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy, which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on the DMPED's website at dmped.dc.gov.

ELIGIBILITY

Applicants must be:
- Students currently enrolled in an undergraduate program leading to a degree in a field relevant to the internship.

TERMS

- The internship is administered through the **Washington, D.C. Office of the Deputy Mayor for Planning & Economic Development**, located at 1350 Pennsylvania Avenue, Suite 317.
- The position is unpaid and part-time; beginning on **October 5, 2015.** The timeframe for this internship will be during the fall of 2015 and concluding on or before **December 4, 2015** however the opportunity for extensions exists.

SCOPE & DUTIES

The Data Analyst Intern will serve on DMPED's Economic Intelligence Team, providing data aggregation, structuring and analysis to help implement data-driven policymaking and ensure the best use of public resources. The intern analyst will help maintain DMPED's data assets and assist in the creation of tools to communicate data insights to the public. The following is a list of specific responsibilities to be performed by the intern in the Economic Intelligence unit:

- Assist with the design and development of a new web displaying DC economic indicator data.
- Create and maintain geographic data assets to support DC affordable housing production and preservation.
- Assist DMPED's real estate development and business development & strategy teams with data gathering, analysis, modeling, and visualization. Collaborate with senior level management to develop indicators for business and affordable housing activity.
- Analyze DMPED's real estate transactions data to evaluate past performance, identify the most impactful investments, and define the full impact of DMPED's real estate development efforts.
- General administrative duties, as assigned.

QUALIFICATIONS

- Understanding of advanced statistical software (SAS, STATA, R, etc.), mapping software (ArcGIS), and/or languages such as Python or SQL for use in a data analysis context are required.
- Advanced experience in Microsoft Excel and PowerPoint.
- Desire to leverage skills to serve the public interest required; interest in local economic and community development preferred.
- Prior experience with HTML/CSS is required.

BRIAN T. KENNER
DEPUTY MAYOR