



*The Office of the Deputy Mayor for Planning and Economic Development (DMPED) supports the Mayor in developing and executing the District's economic development vision. Our strategy is centered on three major priorities: attracting businesses, revitalizing neighborhoods and creating jobs.*

## 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 in June 3<sup>rd</sup>, 2019. **The** timeframe for this internship will be during the summer of 2019 and concluding either August 2<sup>nd</sup> or 9<sup>th</sup>, 2019; however, the opportunity for extensions exists.

\*Send resume and completed DMPED Honors Internship Application to [Dmpedjobs@dc.gov](mailto:Dmpedjobs@dc.gov) with the subject line Business Development Summer Internship.

## SCOPE & DUTIES

Business development is vital to the District's efforts to attract businesses, create jobs, and spur economic growth in the nation's capital. The Business Development team at DMPED offers information and services to businesses seeking to start, relocate or expand a business within the District of Columbia. We help businesses connect to financial incentives and other resources, locate potential sites, attract and retain key employees, and identify strategic alliance partners. The Business Development team also designs and facilitates catalytic programs with stakeholder organizations to improve the business climate in the District.

The following list is a sample of responsibilities performed by students serving as interns in the [Business Development Department]:

### General:

- Maintain an inventory of resources available to businesses throughout the DC ecosystem.
- Assist with preparation and follow up for meetings and events.
- Research policy initiatives in other cities and present how good examples could be applied to address District priorities.
- Monitor and synthesize news related to business activity in DC and economic development best practices nationwide.
- General administrative duties, as assigned.

### Specific:

- **Maintain incentives.dc.gov:** Research public incentive programs, provide outreach to responsible agencies, and regularly update the information in our business resource database
- **Economic Strategy field scan:** Conduct a field scan of policy initiatives in other cities that could address DC priorities. Create a presentation with a review of ideas and recommendation that is tailored to DC.
- General administrative duties, as assigned.

## QUALIFICATIONS

<b>Interest in economic and community development.</b>	*****
<b>Strong attention to detail.</b>	
<b>Team oriented and collaborative.</b>	
Effective oral and written communication skills.	*****
Proficiency in MS Word, Excel and PowerPoint.	*****

Brian T. Kenner  
 Deputy Mayor



