

Summer Intern 2021

Summary

The Greater St. Louis, Inc. Summer Intern is a college student or recent graduate, looking to apply and develop their business skills in a regional civic-leadership organization that champions inclusive growth for the St. Louis region. Greater St. Louis, Inc. partners with local businesses, institutions, and organizations to advance a bold agenda for regional economic development.

The Summer Intern will assist in areas such as investor relations, inclusive economic development, public policy, business attraction, marketing and communications, and research to gain work experience while working with stakeholders across multiple sectors. The summer internship will provide a holistic and authentic economic development work experience by offering project-based assignments.

Reports to: Vice President

Essential Duties and Responsibilities:

- Support special projects for priority initiatives including STLMade, ChamberSTL, Inclusive Business Solutions, AllianceSTL, and the Center for Civic Research & Innovation
- Assist in research, writing, and analysis for projects, including building county data profiles in the metropolitan region and creating baseline data for key economic and community metrics
- Aid in advancing Greater St. Louis, Inc.'s policy agenda through support on event-planning and crafting written communications around legislation
- Assist with community and stakeholder engagement at meetings and events for projects including new biking infrastructure, implementation of a comprehensive downtown plan, and showcasing local companies through story-telling
- Provide administrative support to several initiatives of Greater St. Louis, Inc.

Education:

- Undergraduate or graduate student in a business, public policy/political science, economics, finance, social work, or related field preferred

Experience, Skills, & Abilities:

- Outstanding verbal and written communication skills; able to convey Greater St. Louis, Inc. priorities to community stakeholders and develop written work product on complex policy matters or other topics

- Foundational knowledge of business principles, economics, and local and state government preferred
- Strong organizational skills, including attention to detail
- Dependable, able to consistently meet deadlines on time-sensitive projects
- Dynamic interpersonal skills; able to effectively and confidently coordinate with a diverse team of coworkers and stakeholders
- Demonstrated ability to juggle multiple projects and multi-task
- Experience using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.)
- Experience using Adobe Creative Suite preferred

About Greater St. Louis, Inc.:

Greater St. Louis, Inc. is a 501(c)(6) organization of businesses formed through the merger of five private-sector led and St. Louis-focused economic development and civic leadership organizations on January 1, 2021. The five combining organizations were AllianceSTL, Arch to Park, Civic Progress, Downtown STL, Inc., and the St. Louis Regional Chamber. Greater St. Louis, Inc. brings together the business community to help drive economic growth and create opportunities for all with a focus on inclusive growth. As a result of the merger, we are in a position to drive economic growth with a unified voice, a bold agenda, and as one St. Louis metropolitan area that is anchored by a vibrant urban core. Additional information is available at www.GreaterSTLinc.com.

Equal Employment Opportunity (EEO) Statement of Inclusion:

Greater St. Louis, Inc. is an equal opportunity employer which extends equal employment opportunities (EEO) to all qualified individuals, with regard to all terms and conditions of employment.