

COUNTY OF SONOMA



Economic and Policy Research Intern

The Sonoma County Economic Development Board (EDB) is seeking interns for various special projects. This position is unpaid, in exchange for work experience, and is expected to last 50 to 100 hours with a flexible schedule.

The EDB provides assistance services directed toward encouraging the start-up, retention and expansion of Sonoma County businesses and jobs, particularly with small businesses; creation of new jobs and employment opportunities; and diversification of economic activity and strengthening the County's tax base. In addition, the EDB provides information and referral services to help local businesses start up, succeed and grow; and to develop and disseminate factual data regarding significant economic activities, trends, and projections for Sonoma County.

Specific Tasks/Responsibilities: The Economic & Public Research Intern will assist the EDB with various projects including: researching business practices and services provided by Economic Development organizations in other areas, and developing and presenting written materials based on summarized findings. Information will be used by the Economic Development Board to identify and implement best practices into their current business model.

Exceptional Opportunities: To apply textbook knowledge to a professional working environment; to demonstrate ability to perform research and report writing; to have direct contact with local business leaders; to attend seminars and conferences, strengthen education, and enhance resumes. Excellent preparation for and involvement with business, economics, and political science programs at four-year universities.

Required Skills, Abilities, Education Levels, & Other Necessary Qualifications: College student in good standing with major in liberal arts, economics, political science or business program. Must be currently enrolled, or enrolled for Spring 2009 in an accredited college. Requires the ability to be a self-starter with strong organizational skills and aptitude for research and report writing; computer literacy; ability to navigate the Internet; sound analytical and math skills.

For more information on this excellent opportunity, please contact the Economic Development Board at 707-565-7170.