

Research Intern – Spring 2020



About the Pittsburgh Downtown Partnership:

The Pittsburgh Downtown Partnership (PDP) is a non-profit organization committed to making Downtown Pittsburgh a great urban center through clean and safe services, transportation initiatives, economic development programs, advocacy, and marketing.

The PDP is currently seeking an intern for our spring research internship. We are looking to hire one intern to join our team from March through April 2020. This is a paid position at a rate of \$12/hour.

Position Description:

The Research Intern will be tasked with assisting the Senior Manager of Economic Development with the aggregation and analysis of survey results from the 2020 Downtown Resident Survey. The opportunity for additional research projects will be assessed based on work performance and the needs of the PDP.

Duties and Responsibilities:

- Interpret data and analyze results in Excel
- Filter, sort, and “clean” data
- Identify efficiencies in data aggregation methods
- Create a written report and report summary using the data and trends identified from the survey results. Past versions of the report can be viewed [here](#).
- Create engaging graphs and other types of data visualizations where applicable
- Other duties as assigned

Desired Characteristics & Requirements:

- Seeking a student who is currently in their Junior or Senior year
- Experience working with and organizing large amounts of data in Microsoft Excel
- Strong attention to detail and accuracy
- Experience generating written reports and summaries of data
- Excellent listening, communication, and writing skills
- Strong analytical skills
- Ability to ask for help when needed
- Ability to travel to the Pittsburgh Downtown Partnership's office occasionally for work

Internship Timeframe:

This internship is project-based and will run from March 23 through April 24, 2020. The opportunity for additional projects will be assessed upon completion of this initial internship.

Hours:

10 hours per week with the opportunity to work remotely as needed.

To Apply:

Resumes for the Research Internship will be accepted until Tuesday, February 18, 2020. An example of a research report that includes data analysis and visualizations would enhance the application. Please send work samples, a current resume, and a cover letter explaining your experience with data analysis, including projects and/or courses that you have completed that would be applicable to this position to:

Caitlin Fadgen

Senior Manager of Economic Development
cfadgen@downtownpittsburgh.com