

Research Intern – Spring 2024



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 2024 spring research internship. This is a paid, primarily remote, internship experience. We are looking to hire one intern to join our team from February 28 through March 31 with the option to extend the internship based on performance and need.

Position Description:

The Research Intern will be tasked with assisting the Director of Economic Development with the aggregation and analysis of survey results from the 2024 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.
- Use data to identify trends over time and give meaning to the results of the survey.
- Create a visual report and written 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/Senior year of undergrad or in graduate school.
- 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.

Internship Timeframe:

This internship is project-based and will run from February 28 - March 31, 2024. The opportunity for additional projects will be assessed upon completion of this initial internship and the needs of the PDP.

Hours:

10-15 hours per week with the opportunity to work remotely as needed.

Pay:

\$16.00 per hour. Upon request, PDP will provide the information necessary for this internship to count towards course credit if desired.

To Apply:

Applications for the Research Internship will be accepted on a rolling basis until **Friday, February 9, 2024**. An example of a research report that includes data analysis and visualizations is required with the application. Please send work samples, a current resume, and a brief cover letter explaining your

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experience with data analysis, including projects and/or relevant courses to: Cate Irvin,
Director of Economic Development, at resumes@downtownpittsburgh.com.

