

Greater New Haven Chamber of Commerce

Job Title: Economic Development Summer Intern

Reports to: Director of Economic Development

About the Greater New Haven Chamber:

The **Greater New Haven Chamber (GNHCC)** is a non-profit business advocacy organization, and our mission is to provide value through business resources and services to its partner companies and to lead regional economic growth through bold and effective advocacy. Our work covers businesses within the 15 municipalities of Bethany, Branford, Cheshire, East Haven, Guilford, Hamden, Madison, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven & Woodbridge and marshals the physical economic and human resources of the South-Central Connecticut Region. Our sole purpose is to make Greater New Haven a favorable place to operate a business, and a desirable place to work and an attractive place to live. We serve over 1,000 businesses in the Greater New Haven Region.

About the Position:

GNHCC is engaged in the growth & retention of businesses and the advocacy that supports businesses in the Region. Each Summer Intern would support the Economic Development initiatives to help the business community in both economic development and workforce development efforts.

Job Responsibilities:

The Intern will be asked to research and identify potential organizations for our Economic Development visits.

Interns will make telephone calls with a variety of organizations, in all verticals, with the goal of setting appointments between the Director of Economic Development and each company.

The Interns will be assisting the Director of Economic Development on company visits to interview and for data collection and input, as well as analysis for companies w/in the Region.

Provide resources to companies, uncovered during the interviews.

Public Policy is informed through the visits to each company. As issues are identified, these advocacy issues are compiled, communicated to the Governmental Affairs Committee for our legislative advocacy.

List specific skills/experience required for the project:

Confidence, overall understanding of business, research. Applicant must possess excellent organizational, oral communication and business writing skills; entrepreneurial initiative and a proactive mindset. Internship runs August 27 – December 8 (dates and work schedule flexible).

Educational Requirements:

Applicant must be in pursuit of a Bachelor's Degree; Majors in business, economics or related field preferred, but not required.

Additional Information:

Parking is provided in the event the Intern needs parking, at no cost. In the event we are not able to work in-person, the Intern can work remotely and report bi-weekly to the Director, via zoom.
