



Research Internship Greater Houston Partnership

Organizational Overview: The Greater Houston Partnership (GHP) is the primary advocate of Houston's business community and is dedicated to building economic prosperity in the region. It is a private, nonprofit organization, not a government agency or a charitable organization. Its membership is composed of approximately 2,100 businesses of all sizes, employing one out of every four Houston area workers. The majority of its revenue comes from member dues and contributions, publication sales, events, government contracts and investment income. To learn more, please visit our website at www.houston.org.

Internship Purpose: The Research Intern will assist the Research Department in providing information gathering, data analysis and economic forecasting in pursuit of GHP's mission. In the process, the intern will gain experience conducting economic and demographic research, develop an understanding of the region's economy, and build skills necessary to work in a team environment.

Requirements: The ideal candidate is a junior or senior undergrad seeking to better understand the forces driving the local economy. A strong intern candidate will have previous research experience and is currently working toward a degree in Economics, Marketing, Communications or Business Administration with a GPA of 3.0 or better.

Skills: The position requires research, writing, telephone and administrative support skills. Comfort with Microsoft Office (Word, Excel, Access, PowerPoint, Outlook) is essential. The ideal candidate will have an ability to learn quickly and meet tight deadlines.

Term: The internship will run from May 20 through August 9. Business attire is required. A typical week will require 15-20 hours of office work, with the specific schedule to be discussed by the Vice President of Research.

Sample Assignments: All assignments will be done in conjunction with a mentor/team member in the Research Department. Sample projects that the intern might work on include:

- Participating in the department's analysts in gathering price data for the quarterly cost of living;
- Researching and writing on topics in GHP's annual publication, *Houston Facts*;
- Fact checking articles that appear in GHP's *Opportunity Houston* magazine;

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- Conducting internet, email and phone research to update GHP's database records on companies doing business overseas;
- Assisting with meeting logistics for The Houston Economics Club,
- Gathering information from public and proprietary sources on wage rates, labor availability, real estate costs, taxes and incentives, etc. to be incorporated into GHP's economic development proposals;
- Locating, extracting, downloading, formatting and analyzing economic data to be included in GHP's *Key Economic Indicators* or *Houston: The Economy at a Glance* publications; and
- Handling *ad hoc* assignments as the opportunity arises.

Academic Credit: To be determined by intern's own school.

Compensation: This is a non-paid internship. GHP will cover the intern's parking or provide a Metro Q Card to cover bus/light rail expenses.

Internship candidates should contact Patrick Jankowski, Vice President, Research, 713-844-3616, or email pjankowski@houston.org.

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