

## **Center for Innovation and Entrepreneurship Internship Internship Description**

The URA is the City of Pittsburgh's primary economic development agency. The URA carries out many economic development activities, including housing development and financing, land development, leveraging state, federal, and other financial resources to support development, commercial real estate and business financing, and more. Additional information can be found at [www.ura.org](http://www.ura.org).

The URA offers internships year round to college/university graduate and undergraduate students.

The Intern will support various functions of the Center for Innovation and Entrepreneur (CIE). CIE encourages and directs private investment in business and business facilities in Pittsburgh. Through partnerships with the City and community-based organizations we also execute various innovation projects.

Sample Projects include:

- 1) Neighborhood Business District Programs
  - a) Update URA Neighborhood Business District Market Profiles (see [http://www.ura.org/business\\_owners/business\\_district\\_market\\_profiles.php](http://www.ura.org/business_owners/business_district_market_profiles.php) for current profiles)
  - b) Assist with material updates for Realtor education program
  - c) Work with our Neighborhood Business District Manager to conduct research and assist with programs related to Pittsburgh's neighborhood business districts
  
- 2) Assist with event / meeting planning and execution
  - a) Assist with networking and educational events for Pittsburgh's neighborhood business district organizations
  - b) Assist in the creation of stakeholders meetings for innovation projects
  
- 3) Innovation and Entrepreneurship Programs
  - a) Assist with media and marketing efforts for LaunchPGH.com a new city-wide business resource portal. Including promoting the site, updating resources, responding to inquiries, and researching additional resources
  - b) Assist with the City's business attraction and retention efforts
  - c) Support the execution of specific projects in the City's Innovation Roadmap

The Intern will report directly to the Director of the Center for Innovation and Entrepreneurship, Manager or other staff as assigned, and will interact with and be supported by various staff and departments within the URA, City of Pittsburgh, neighborhood-based community development corporations, private developers and others. Proficiency in Microsoft Office (including PowerPoint and Access), Publisher, Mapping tools, Publisher and ArcView may be utilized.

**To apply, please provide a cover letter and resume to [jwilhelm@ura.org](mailto:jwilhelm@ura.org) by March 25, 2016.**

For specific questions, please contact:

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