

## Business Intelligence & Research Intern

**Company Profile:** Serving West Michigan since 1985, The Right Place, Inc. is a regional economic development organization funded through investments from the private and public sectors. The Right Place drives regional Economic Development initiatives to stimulate economic growth, wealth creation, and operational excellence by focusing on productivity, innovation, and the retention, expansion and creation of quality employment and companies in the West Michigan region.

**Job Description:** the research intern will work with and report to the Business Intelligence and Research Manager on various short and long term research projects, compiling and analyzing information from a wide variety of sources, and will report on the findings. Specific projects this term include the West Michigan Regional Dashboard and the organization's first Business Intelligence report.

This internship is intended for currently enrolled undergraduate students. This experience is open to students from a wide variety of educational backgrounds, but successful interns must have a strong background in secondary research, a passion for data, an interest in economics, and database management.

This is a support role which requires meeting deadlines and providing excellent service to colleagues and outside clients alike. Professionalism and strong communication skills are very important for this position as The Right Place often has direct engagement with highly respected business and community leaders.

### **The successful individual will possess:**

- A deep curiosity and desire to learn about the West Michigan regional economy
- An innate desire to find the highest quality and most effective information on any given subject
- Possess high expectations for oneself and one's work product
- Work effectively and efficiently independently *and* collaboratively
- Possess a desire for professional and technical development
- Strong data analysis skills
- Exceptional Internet-based research skills
- Excellent skills in Microsoft Excel
- Experience with and a strong interest in data visualization tools (preferably Tableau)
- Foundational understanding of labor market information

**Work Schedule** – 20 – 25 hrs a week, which can be scheduled between our office hours of 8:00 am – 5:00 pm Monday – Friday.

**Pay** - \$10/hr

**Start Date** – ASAP

**Employer Contact** – To apply please email your cover letter and resume to Dave Riley

[rileyd@rightplace.org](mailto:rileyd@rightplace.org).