



POSITION DESCRIPTION & CANDIDATE SPECIFICATION

Position Title: **Internship (Summer and Academic Year)**

The Rhode Island Commerce Corporation is a quasi-public agency that serves as a government and community resource to help streamline business expansion in, and relocation to, Rhode Island. The agency assists companies with commercial real estate, business financing, workforce training and other relevant issues.

Primary responsibilities include:

Interns will gain critical work experience in a fast paced, professional and challenging work environment. This experience can be drawn upon for future positions in the private or public sector.

Interns will help the Rhode Island Commerce Corporation achieve its goals by performing a variety of tasks. Some tasks may include; supporting real estate transactions and investment decisions; research on policy and legislation; drafting memos and other written documents; assisting staff on special projects and programs; assist with marketing and/or communications functions; attending meetings with senior agency executives.

Candidates for the internship program must:

- Be a graduate or undergraduate student. Students with MBA or pre-MBA concentration are encouraged.
- Have the availability for half-time or full-time position
- Have excellent written and verbal communication skills
- Have an interest in public service

Submit a cover letter and professional resume, preferably via e-mail to:

**Rhode Island Commerce Corporation
Attention: Human Resources
315 Iron Horse Way - Suite 101
Providence, Rhode Island 02908**

job.opportunities@commerceri.com

The RI Commerce Corporation is an Equal Opportunity Employer