

# Federal Reserve Bank of Atlanta

## Community and Economic Development Internship Opportunity

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The Federal Reserve Bank of Atlanta's Community and Economic Development (CED) Department is seeking a full-time research intern/assistant for the summer 2016, with the possibility of continuing part-time for the fall semester. This position works directly with the CED staff in support of projects related to foreclosure and neighborhood revitalization, small business development and finance, workforce development, and community development finance.

The CED Department has three primary objectives: enhance and support community capacity to respond to local, regional and national challenges; conduct and disseminate research and analysis to better understand complex issues and inform policy discussions; and foster equitable solutions by elevating the interests of low- and moderate-income people and communities.

As appropriate, the position also may offer the opportunity to learn about and participate in broader Federal Reserve Bank of Atlanta activities.

### Description of work:

- Writing and reviewing articles for *Partners Update*, an online publication
- Assisting in the development of surveys and survey analysis
- Analyzing data and reporting on various community and economic development issues in support of research papers and projects
- Developing/maintaining contact databases
- Conducting literature reviews
- Assisting with preparations for and hosting of events and conferences
- Supporting long-term department strategic planning and performance evaluation
- Providing some administrative support to CED

### Required skills:

- Advanced undergraduate or graduate student in planning, public policy, urban or regional economics, geography, business, or a related field
- Interest and coursework in community and/or economic development topics
- Strong skills in Excel, PowerPoint, and Access required; statistical and GIS software knowledge strongly preferred
- Possesses excellent analytical, writing, and verbal communication skills
- Works well independently and with others in a team environment
- Thorough and detail-oriented
- Demonstrates effective listening and questioning skills, and takes the initiative to suggest approaches to complete projects

### To apply:

Please send a cover letter, resume, brief writing sample, and contact information for at least two references via email to Chevelle Wilson, [chevelle.wilson@atl.frb.org](mailto:chevelle.wilson@atl.frb.org).

