

**Position Title:** Economic Development Intern

**Compensation:** \$15/hourly, up to 20 hours/week

**Reports To:** Economic Development Associate

**Description:**

GFW Inc. serves as the chamber of commerce and economic development agency for Fort Wayne – Allen County. A successful candidate will demonstrate a commitment to GFW Inc.'s mission and values. Must work cooperatively and jointly with businesses and government agencies to provide a high quality and seamless customer service experience.

**Mission:** Building a Nationally Recognized Economy.

**Values:** Inclusivity. Collaboration. Results.

**Responsibilities & Expectations:**

This is a solid opportunity to gain knowledge and real-world experience in community and economic development and will be responsible for:

- Assist staff with special projects through digital tracking and preparing presentations.
- Ensure that team documents tracking community projects are maintained and up to date.
- Investigate innovative new tools including A.I. and propose how they can be implemented within the Economic Development team's work.
- Become familiar with [Allen County Together](#) (ACT) economic development plan and assist in implementation.
- Assist with organization of digital files.
- Conduct research and compile data for special projects.
- Work within the Economic Development team to support business and community development efforts.
- Attend community functions, meetings, workshops, as well as signature GFW Inc. events on behalf of GFW Inc.
- Perform general administrative duties and complete other duties as assigned.
- Commit to knowing and adhering to our GFW Inc. team's expectations.

**Required Experience/Skills:**

- In pursuit of Bachelor's Degree - Business, Finance, Public Administration, Planning or a closely related field
- Passion for the Fort Wayne / Allen County community
- Ability to work independently or in group settings
- Maintain confidentiality
- Excellent organization, analytical, and communication skills
- Proficient in Microsoft Office suite

**Company Culture:** High-profile, fast-paced, team-oriented, professional office environment.

**To Apply:** Please send a cover letter and resume to [ejones@gfwinc.com](mailto:ejones@gfwinc.com)

*Greater Fort Wayne Inc. is an equal opportunity employer. All applicants will be considered for employment or internship without attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran or disability status.*