



**DEPARTMENT: Center for Innovation and Entrepreneurship**  
**POSITION: Fall 2019 Intern**

### **POSITION SUMMARY**

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

### **ESSENTIAL FUNCTIONS**

- Assist with media and marketing efforts for [LaunchPGH.com](http://LaunchPGH.com), a citywide business resource portal, including promoting the site, updating resources, responding to inquiries, writing “Startup of the Month” and researching additional resources
- Assist in the planning and execution of Small Business Resource Fairs
- Support the planning and execution of business district initiatives
- Conduct a job metrics survey of loan borrowers
- Assist with execution of a loan marketing strategy

### **QUALIFICATIONS**

- Proficiency in Microsoft Office (including PowerPoint and Access), Publisher, Mapping tools, and ArcView may be utilized.
- Artistic creativity is a plus.

**Salary:** \$15 per hour

This is a full-time position for college/university graduate and undergraduate students. Interviews will be conducted on a rolling basis.

**The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.**

Please email resume and cover letter to:

Columbus C. Brooks, GCDF  
Director of Human Resources  
Urban Redevelopment Authority of Pittsburgh  
200 Ross Street, 12th Floor  
Pittsburgh, PA 15219  
Phone: 412-255-6655; Fax: 412-255-6617  
Email: [cbrooks@ura.org](mailto:cbrooks@ura.org)

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