

# Nashville Downtown Partnership Internship Job Description

**Internship Title:** Economic Development Data and Research Intern

**Company Description/Website/Address:**

The Nashville Downtown Partnership is a downtown leadership organization that focuses on public-private investments and partnerships for the purposes of business recruitment and retention, residential and retail development, public space management and placemaking, access, mobility and transportation, communications, and marketing downtown as a destination and neighborhood. The Partnership's core purpose is to make downtown Nashville the compelling urban center in the Southeast in which to LIVE, WORK, PLAY and INVEST.

[www.nashvilledowntown.com](http://www.nashvilledowntown.com)

150 4<sup>th</sup> Avenue North

Suite 110

Nashville, TN 37219

**Internship Description/Purpose/Learning Objectives:**

NDP is seeking a graduate-level intern to assist with a broad range of economic development research and data collection, refine collection and automation processes, and help with database-oriented tasks. Our non-profit organization works closely for and with downtown property owners, employers, residents, merchants, and additional downtown stakeholders.

**Nearest MTA Bus Stop:** WeGo Central, 5-minute walk; across the street: Bus 18

**Responsibilities:**

**Revamp Excel Data Collection System**

- Survey current data collection and identify and implement a process to provide needed automated outcomes for efficiency.
- Data audits of all categories (properties, asset managers, property managers, contact information, investments, retailers, etc.). Identify any gaps in data needing to be filled.
- Data Entry: accurately enter data per the needs discovered by audits, which could include:
  - Adding/Updating development projects, new contacts and contact information, investment amounts, hotel occupancy, etc.
- Data Extraction/Analysis: data extraction as needed to assist economic development team with various reporting needs, which could include:
  - Vacancy Rates, Peer City Vacancy Rate for comparison
  - Downtown Hotel occupancy rates, compare with Davison County
  - Parcel analysis
  - Updating business directories and business contact information
  - Residential and Downtown Employee survey results

**Business Census (late summer/fall)**

- Assist VP of Economic Development with data collection for a downtown business census which could include:
  - Sending emails to business contacts, making phone calls, utilizing websites such as CoStar to gather information, visiting properties to establish use, performing street block audits, etc.

**Preferred Competencies:**

- Highly developed Excel proficiency – possessing the ability to use spreadsheets, graphing, tables, calculations, and automation efficiency
- Proficiency in Microsoft Word and PowerPoint
- Working knowledge of CRM/databases
- Excellent written and verbal communications
- Ability to work well with others and independently
- Strong attention to detail for communication and data accuracy
- Proactive and solution-oriented

**Schedule:** Monday – Friday 9:00 am – 4:00 pm; with flexibility available

**Dress code:** Business casual (no jeans/denim)

**Physical Requirements:** Occasional lifting to 25 pounds

**Travel Required:** None and downtown parking provided, if needed.

**Working Conditions:** Office and outdoor work.

**Drug test, Background Check, or Vaccinations Required?** No

**Compensation:** \$12 hourly

**How to apply:** Submit a resume and cover letter to Brittany Hansen, Office Manager, at [bhansen@nashvilledowntown.com](mailto:bhansen@nashvilledowntown.com) by close of business on Nov 30, 2023.