



aLocal Solutions LLC
60 E. Rio Salado Parkway, Suite 900
Tempe, Arizona 85281

Internship Opportunity @ aLocal Solutions

Our company, aLocal, is growing and we are looking for a student who is interested in an internship opportunity of 15-20 hours a week in one of the following areas: economic development and analysis, planning or GIS analysis. Must only have knowledge of/experience in one of those areas to be considered.

Generally, our interns work on projects like data collection (spatial and tabular), economic research and analysis, GIS, planning, economic development planning, communication, proposal development, and client engagement.

We can adjust hours towards internship or research credit.

We will accept applications on a rolling basis and the internship start can vary, however, we are looking for an intern to start by February 1, 2025. Applications should include a current resume/CV and a cover letter. Please submit applications to Jesse Downs at jdowns@alocalsolutions.com.

About aLocal

Our clients include governments (tribal, local, state), economic development associations, and private sector enterprises. We use our economic development software suite (netEI) to support their strategic goals through our three business lines: data subscriptions, advisory services, and software development. Interns would work on advisory projects but use our netEI platform to conduct research and analysis. Our software and advisory services have unique GIS components for analysis and client reporting.

We have an energetic team that has helped increase our growth and presence over the past few years and we are committed to providing relevant and engaging internship opportunities. We have won awards over this past year from the Arizona Association of Economic Development, International Economic Development Association, American Planning Association Excellence in Economic Development, and the Minority Business Development Agency at the United States Department of Commerce.



Economic/Planning Analyst and GIS Analyst Description

Functions, duties, and responsibilities (Economic & GIS Tracks):

- Research and analysis using the aLocal AI Platform, primary and secondary sources;
- Develop secondary research resources (e.g. online surveys);
- Draft proposals and reports for planning, land use, financial analysis, economic development and comprehensive plan;
- Support the development review process through stakeholder communication and process documentation;
- Support site plan review discussions and process;
- Coordinate, attend and support client, public, and other meetings;
- Supporting marketing by attending events and other related meetings, social media support and positive promotion of aLocal, its mission, clients, partners, and team members;
- Provide support on white papers with economic and financial research and analysis (**ECONOMIC/PLANNING ONLY**)
- Provide GIS support and creation of GIS graphics, maps, etc. as needed (**GIS ONLY**); and
- Performs additional duties as required.

Preferred/Required Knowledge, Skills, and Qualifications:

- Ability to use these software applications:
 - Required: Excel, Word, Power Point, Google Earth, Adobe;
 - Advantageous: aLocal netEI, other related software packages; and
 - GIS track only: proficiency in software like ArcGIS required.
- Strong verbal and written communication are required.
- Ability to work independently and multitask are required.
- Ability to conduct in-person and virtual public participation activities, meetings, and hearings are required.
- Knowledge of planning theory and practice and/or basic urban planning principles is highly advantageous.
- Knowledge of Native nations culture and/or experiences working with Native nations and the relevant planning techniques is advantageous.
- Experience with grants writing or administration is not required, but advantageous.



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Education, Experience, Certifications and Licenses Required:

- Bachelor's degree in Economics, Finance, Planning, GIS or closely related field;
- Master's Degree (in progress or completed) in related field is preferred; and
- Six months of experience or internship in a research/analysis or planning/economic development function is preferred.

Compensation:

- This is an individual contract so the individual would receive a stipend and be responsible for a W-9 and receive a 1099 form at the end of the tax year.
- Compensation would for \$25 per hour up to \$2,000 per month total.

Conditions:

- Interns may use the aLocal office in Tempe for work, but, as a contractor, the work can be done fully remotely.
- We may require attendance at some client meetings.
- Must dress professionally when meeting with clients, other aLocal representatives, stakeholders, and partners (virtually or in-person).
- Some overnight travel may be required.
- Must have reliable internet, computer, and cell phone.
- Work may require off-site meetings and reliable transportation is required.