



Small Business Growth Internship

Background

The New Orleans Business Alliance (NOLABA) is the official non-profit organization tasked with leading economic development initiatives for the City of New Orleans. NOLABA is a public-private partnership between the City of New Orleans and private investors from the local community, and is the result of a long-term effort by the New Orleans business community to adapt national best practices in economic development.

Internship Description

The Small Business Growth Intern will lead a variety of high-priority research projects. Activity will be focused on compiling diverse industry data relative to key industries supporting businesses participating in InvestNOLA, NOLABA's signature small business programming. Additionally, a substantial area of focus will be identifying diverse resources and contact information for key corporate supplier diversity representatives, purchasing and facilities managers. Projects will include, but are not limited to: emerging markets research, economic development data pertaining to local industry and communities, process evaluation, data collection and analysis, development of data visuals, and professional writing (that could include white papers, reports and/or web content). Prospective applicants will have the opportunity to work alongside passionate and talented individuals in a fast-paced downtown New Orleans environment, with responsibilities that touch on all aspects of New Orleans Business Alliance's mission and vision.

Qualifications & Requirements

- It is strongly recommended that Internship applicants be currently enrolled in an accredited MBA program (highly qualified undergraduate students will be considered)
- Experience in small business, economic development, bio-health industries or solid experience in a major private sector organization preferred.
- Strong organizational and critical thinking skills, with the ability to work independently under established deadlines.
- Good project management and reporting experience
- Microsoft Office proficiency (*Excel, Word, PowerPoint*)
- Superior communication skills (both verbal and written)
- Work comfortably in a highly collaborative environment; manage competing interests and strong personalities



- Ability to multi-task and compose diverse reports
- Good judgment and an understanding of prioritization and when to escalate issues, and to whom
- Maintain a professional demeanor at all times
- Ability to work independently in high-paced and sometimes demanding environment

Application Process

- For consideration of this Spring 2024 Opportunity, candidates are required to send the following as PDF or Word attachments via email to careers@nolaba.org:
 - Resume
 - Cover Letter
- In your email, note ***"NOLABA SBED Internship"*** in the subject line.
- **Commitment**: Interns must be able to work 15-20 hours per week during the Fall on a schedule to be determined prior to start date. The Small Business Internship will be compensated at the rate of \$17/hr.

- **Internship Location**

New Orleans Business Alliance

1250 Poydras Street, Suite 2150

New Orleans, LA 70113