Business Intelligence Intern - The Right Place, Inc.

Summary

The Right Place (RPI) is looking for a curious, open-minded researcher to join its Business Intelligence (BI) team as a summer intern. The BI intern will be responsible for assisting the team in research, data collection, analysis, and other tasks related to the business intelligence team's strategic goals. Primarily, the intern will assist in day-to-day business intelligence work, including supporting the RPI business development team's attraction and retention efforts, generating wage and labor market analysis, assisting in managing the organization's Salesforce instance, and other tasks. The BI Intern will also work closely with the team to research, analyze, and draft business intelligence research reports. This internship is an excellent opportunity to gain hands-on professional experience working on a variety of business intelligence-related projects in the economic development field.

The right candidate for this position will be enrolled in the third or fourth year of an accredited bachelor's degree program, or recently graduated from a higher education institution. While experience in data analysis, economics, and similar degree programs is helpful, it's far more important for the candidate to possess a broad curiosity, be willing to ask insightful and deep questions. Much of our work involves distilling complex information into meaningful intelligence for the Greater Grand Rapids Business community. Writing and communication skills are as important as technical expertise. This position reports to The Right Place's senior vice president of Strategic Initiatives.

Responsibilities

- **Research:** Research tasks will involve querying variety of public and private databases including the U.S. Census Bureau, Bureau of Labor Statistics, Bureau of Economic Analysis, Lightcast, SalesForce, and other sources. Research will also include reading and deep analysis of white papers, industry reports, and similar resources.
- **Analysis:** The BI Intern will have access to tools including Excel, PowerBI, Tableau, and others to uncover and analyze data trends. As the Business Intelligence team is housed under Strategic Initiatives, a sizeable amount of our work also involves combing analytical and strategic thinking skills to build and design strategic frameworks for a variety of RPI initiatives.
- **Communicate:** This position includes assisting in analyzing complex information into readable and digestible intelligence. The BI Intern will take part in drafting written briefs and reports, presentations, and other communication that will be published for internal and external use. Our team also frequently discusses research and projects. Please bring a willingness to engage to this role.
- **Other BI-related activities as required.**

Required Skills

- Currently enrolled and pursuing a Bachelor's degree or recently graduated.
- Demonstrated adherence to and respect for deadlines.
- Experience using Microsoft Office Suite including Microsoft Excel.
- Experience with Tableau, PowerBI, and other data analytic tools are a plus, but not required.

Schedule and Pay

- Internship estimated to run from **May 1 to August 15, 2024**
- 15-20 hours a week that can be scheduled in office, between the hours of 8:30am – 5:00pm M-F.
- Pay rate is $15 an hour.

Apply

To apply, please send resume and a work sample (data analysis project, thesis, research paper, etc.) you feel demonstrates your ability to meet the requirements to John Wiegand at [wiegandj@rightplace.org.](mailto:wiegandj@rightplace.org)