Job Title: Transformation Research & Analysis Intern

Job Description

BACKGROUND:
The Transformation Research & Analysis Team is the result of a partnership between the City of Grand Rapids and Grand Valley State University’s Office of Sustainability Practices. Members of this team will be dedicated to researching, analyzing, developing results, and making recommendations for areas of sustainable development best practices and interest identified by departments within the City.

LOCATION: Grand Rapids City Hall

DURATION: Throughout the academic year. Work will continue through the summer terms, if the candidate is available.

SCOPE OF WORK:
Members of the Transformation Research & Analysis Team will work closely with the City’s departments to research and analyze areas of interest identified as vital to transforming their city operations, service delivery model, and City Sustainability Plan.

ESSENTIAL JOB FUNCTIONS:
• Working on a wide range of research projects and employing a range of different research methodologies
• Writing confidential research reports on both individual and departmental requested projects
• Working with supervisors and city departments to prioritize work as necessary
• Discussing and agreeing on project requirements with supervisors and city departments, and agreeing on the terms of reference and project scope for research
• Providing information on what research is already available in the specific policy area
• Producing both written and oral briefs, based on reviews of research evidence, as well as completing projects in a standard reporting framework
• Explaining complex ideas and findings in a way that can be easily understood

Qualifications

REQUIREMENTS:
• Very good business writing capability
• Strong communication and research skills
• Working well independently
• Meeting project milestones and deadlines
• Understanding the guiding principles of sustainability
• Critical analysis and holistic systems thinking
• Currently enrolled in a graduate program at GVSU, preferably MPA

To Apply

Email resume and cover letter to Tom Almonte at talmonte@grcity.us and cc Sharon Munski at munskis@gvsu.edu