



## **Intern – Data Collection 2017**

Position Announcement | Intern – **Data Collection**

### **POSITION DESCRIPTION**

Main Street Launch is a small business lender and business development organization seeking an Intern – Data Collection. Reporting to the Assistant Vice President – Business and Economic Development, the role supports the organization’s mapping and economic development work. This position will create a data base of commercial rent information throughout Oakland by analyzing commercial leases in our portfolio of borrowers. Main Street Launch is a Community Development Financial Institution (CDFI) based in Oakland, CA that has provided business advisory services and loan capital in the Bay Area for 38 years.

### **Position Responsibilities:**

Responsible for supporting the organization’s economic development work and creating a data-driven approach to economic development. Other projects related to our marketing and economic development efforts may arise during the internship period.

#### Commercial Leases

- Develop a methodology for tracking commercial lease information either in Excel or Salesforce
- Read commercial leases in our portfolio of clients to determine rent amount, lease terms, square footage
- Organize data to prepare for mapping in ArcGIS (with help of AVP, Economic & Business Development)
- Analyze data for patterns and trends, using 3<sup>rd</sup> party public data sources to enhance commercial rent data
- Present research findings to a selected staff team for feedback.

#### Initial Recommendations Presentation

- Goal: to identify patterns and potential trends in commercial rent across Oakland.
- Provide recommendations for strategic uses of this data.
- Identify possible opportunities to collect future commercial rent data

#### Final Deliverable

- Final deliverable will include daily, weekly, and monthly tasks to reach specified goals. Metrics to evaluate performance will also be specified.
- Final deliverable will include a presentation to staff with recommendations on how business owners can be supported

### **BENEFITS**

This is an excellent opportunity for a motivated recent graduate with strong analytical and research skills who wants to learn how Community Development Financial Institutions work by participating in key initiatives of a rapidly growing organization.

- Learn and apply skills to work in the field of nonprofits and small business finance, with an innovative and established CDFI that is empowering entrepreneurs.
- Learn and apply skills in data collection and analysis, including some work with ArcGIS.



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- Gain valuable knowledge about small business lending and business support services, and will be instrumental in furthering the mission of Main Street Launch.
- Build organizational capacity by contributing to systems that allow us to share impact information with funders and the public.

## QUALIFICATIONS

- Passion for economic development and empowering entrepreneurs, *required*.
- Undergraduate, Graduate or recent graduate student with demonstrated research and analysis skills or equivalent experience.
- Dedicated to supporting low-wealth communities and a desire to work in a diverse organization that strongly values collaboration
- Experience working with a variety of stakeholders and diverse groups (experience working with clients or program recipients is a plus).
- Experience in any of the following is a plus: data collection, salesforce, commercial real estate and/or program evaluation (relevant student experiences may satisfy this requirement).

## KNOWLEDGE, SKILLS, AND ABILITIES

- Software proficiency including Microsoft Word, PowerPoint, and Excel.
- Adept at learning to use new software; very comfortable with technology.
- Excellent verbal and written communication skills.
- Superb attention to detail.
- Strong time management ability.
- Self-starter who can work with minimal supervision and be comfortable in an evolving nonprofit environment.
- Comfortable meeting deadlines in a fast-paced setting.
- Experience using Salesforce (an online CRM system) is a plus.

## ENVIRONMENTAL CONDITIONS

The work environment characteristics and physical effort described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typically works in an office with adequate lighting and ventilation and normal range of temperature and noise level. Work assignments are diversified and may cause stress in meeting tight deadlines with scheduling requirements. The physical requirements of the job are for employees to talk, hear, bend/stoop, sitting, standing, and/or walking for up to 8 hours per day. Furthermore, the job requires employees to lift/carry/push or pull up to 15 pounds with or without assistance.

## ABOUT US

Since 1979 we have empowered small business owners in the Bay Area, beginning in Oakland and expanding to serve San Francisco and veteran-owned businesses in California. Through our core services we help small businesses expand in size, increase their profits, and reach their goals. We are honored to work with successful, innovative, and community-oriented entrepreneurs. We believe in the power of entrepreneurship to transform lives and communities. In the last 10 years we closed 629 loans that totaled more than \$45 million. Our borrowers have created thousands of new jobs in the



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Bay Area. Our vision is to empower small business owners to succeed, transforming their lives and helping their communities thrive.

## **MAIN STREET LAUNCH SUPPORT**

Main Street Launch will endeavor to provide the intern with outside opportunities as they arise to learn more about the organization and industry, including networking and meeting with other organizations in the field.

## **DURATION AND TIMING**

This position will be structured as a full-time, paid three month fellowship. Compensation will be between \$7,350 and \$8,200 for 12 weeks, depending on experience. The internship may be extended up to three additional months by mutual agreement, if additional work is available. Ideally, this role will begin sometime mid-June to early July 2017.

## **LOCATION AND HOURS**

Monday-Friday, 9 AM to 5:30 PM, at Main Street Launch's office in Downtown Oakland.

## **How to Apply:**

Qualified candidates must submit a resume and cover letter highlighting their relevant experience to [careers@mainstreetlaunch.org](mailto:careers@mainstreetlaunch.org) with "Intern – Data Collection" in the email subject line.

***Main Street Launch will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.***