

Research Internship Job Description

JOB TITLE

Research Intern

PURPOSE

The purpose of this internship is to support the research functions of the LifeCity team, as needed.

LOCATION

Computer work can be conducted anywhere within the Greater New Orleans Area. The job requires in-person presence in New Orleans.

AREAS OF RESPONSIBILITY

1. IMPACT REPORTS

- Assist with desk research for impact reports, generally researching businesses, cities, and other static project elements
- Research appropriate certifications and best practices to incorporate into Love Your City (LYC) platform badges
- Assist with LifeCity internal research projects, as needed

THE APPROACH

- **Organized:** This position requires strong organizational skills to ensure that all deliverables are finalized on time.

- **Empathetic:** We seek for all deliverables to speak to our community. Being warm and empathetic is important to build relationships and understand our company and community's needs.
- **Passionate:** An important aspect of this position is to let your light shine and for all deliverables to inspire our team and community.
- **Willing to learn:** This position requires the ability to take feedback and build on it to meet our company and community's needs.
- **Flexible:** This position requires meeting a wide array of design styles. This implies moving away from your comfort zone and having the ability to make quick and significant corrections without compromising the quality of our service and final deliverables.

OPPORTUNITY FOR GROWTH

LifeCity is very proud of its internship program. Throughout its history interns have frequently evolved into part of our staff. Following this tradition, this internship is designed to offer a career path to students that wish to engage with the impact investment sector.