

**POSITION:** 2021 PIDC Summer Intern

**DEPARTMENT:** Strategy, Communications and Partnerships (SCP)

**REPORTS TO:** Vice President, Product and Resource Development

**ORGANIZATIONAL DESCRIPTION:**

PIDC is Philadelphia's public-private economic development corporation. Our mission is to spur investment, support business growth, and foster developments that create jobs, revitalize neighborhoods, and drive growth to every corner of Philadelphia. You can learn more about PIDC at [www.pidcphila.com](http://www.pidcphila.com).

**POSITION RESPONSIBILITIES:**

Reporting to the Vice President, Product and Resource Development, this summer internship role will focus on assisting the Strategy, Communications, and Partnerships (SCP) team with executing on the 6 key strategic priorities identified below:

1. **Leadership in Philadelphia's economic recovery**: Plan, communicate, and execute PIDC's short-term and long-term strategies focused around the four phases of driving an equitable economic recovery in Philadelphia: Respond, Restart, Recharge, and Reimagine. Build and actively participate in coalitions with key partners in economic and community development, small business financing, workforce development, and entrepreneurship.
2. **Enterprise Management System (EMS)**: Complete, launch, train on, and fully adopt the EMS that will serve as the backbone infrastructure for PIDC's organizational workflow and communications through a combination of people, process, and technology. Full adoption includes the use of EMS-based dashboards as primary management and communication tools, elimination of double-entry requirements, and formal establishment of procedures, policies, and resources for system training and usage.
3. **Financial and business operations strategy**: Raise operating funds and generate fee and contract revenue to support PIDC's operating capital needs for our existing programs and services. Evaluate and update programs and services in response to current needs and market conditions. Take key steps to position PIDC, inclusive of all PIDC-managed entities and funds, for long-term sustainability and growth.
4. **Risk management**: Identify, evaluate, manage, and mitigate risks and liabilities across the organization, including ensuring legal compliance in financial management, information technology, and human resources, as well as protecting the organization's reputation. Identify areas where we have opportunities and are willing to innovate, accept uncertainty, and capture potential upside.
5. **Deploy PIDC's lending, real estate, business support, and purchasing power to address racial inequity and poverty in Philadelphia by:** 1) fostering wealth creation, growth, and resilience of Black- and brown-owned businesses, and businesses located in low-income communities or owned by low-income people; and 2) creating quality/middle-wage jobs for Philadelphians. Identify, measure, and report on metrics aligned with these goals.

6. **Management and Culture:** Develop a work environment that is centered on mental and physical health of all employees and provides opportunity for each individual to thrive and grow professionally, including (1) recognition that the work of diversity, equity and inclusion is essential to fulfilling our mission together, (2) commitment to putting employee health and safety first, and (3) clarity and transparency of communication, 4) building toward greater empathy, empowerment, and accountability across the organization.

***Specific assignments may include a combination of the following:***

- **Strategic Planning:** Assist in the development of a multi-year strategic plan for PIDC.
- **Capitalization:** Assist in the submission of applications to potential investors, including:
  - Preparing for the New Markets Tax Credit applications; and helping manage relationships with potential investors.
- **Program Development:** Assist in the development and launching of new financing programs – especially related to COVID-19 relief.

This summer internship role will also be assigned other job duties and work assignments outside of the above scope of work. These job duties and work assignments will primarily fall within the Strategy, Communications, and Partnerships (SCP) business unit.

#### **MINIMUM QUALIFICATIONS:**

- Applicants must be enrolled in an accredited college and/or university. Preference for students enrolled in a graduate degree program but will consider undergraduates as well.
- Excellent oral and written communication skills.
- Strong research and analytical skills including a high level of competency with spreadsheets, databases, power point, word processing, and e-mail applications.
- Detail oriented and highly organized.

#### **APPLICATION PROCESS:**

Interested candidates should electronically submit a cover letter and resume in PDF format to:

**Marquis Tavon Upshur, PHR, SHRM-CP**  
**Vice President, Human Resources**  
**Philadelphia Industrial Development Corporation (PIDC)**  
[mupshur@PIDCphila.com](mailto:mupshur@PIDCphila.com)

***PIDC promotes a culture of inclusion and does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status, or any other legally protected factor.***