About Us
Our passion is building teams of civic entrepreneurs who turn ideas into action to transform their communities, regions, and states.

We act as a strategic partner, combining our talents with our clients and partners to create breakthroughs that would not otherwise be possible. Our founders are alumni of a major consulting firm, SRI International, who 20 years ago chose to form a more agile, innovative, and cost effective alternative. Our promise is that collaboration will lead to action, rather than a quantitative study that has no further impact.

Collaborative Economics has a strong track record of producing results and a long list of satisfied clients who regularly refer other civic entrepreneurs to us.

Position Description
Collaborative Economics is seeking a summer intern. The candidate we are looking for is dependably detail-oriented, committed to quality, enjoys working in a team-oriented environment, is adept at facilitation and public speaking, excels at both quantitative and qualitative analysis, and is passionate about innovative approaches to economic, workforce, and environmental challenges facing communities, regions, and states.

This is a great position for someone committed to the larger Bay Area and California. We offer excellent networking opportunities and experience working with governments, non profits, and the private sector in California and across the U.S. Our projects range from a national workforce development grant to local economic development strategies.

This summer we have projects that cover a number of interesting topics: building innovation based economies, measuring clean energy economies, strategies for regional green workforce training, and regional economic cluster assessment.

For samples of some of our more recent projects, please visit our website at www.coecon.com.

Experience in any of these is appreciated, but we’re mostly looking for open minded individuals with strong analytic, writing and speaking skills that can flexibly and competently work on multiple projects. We’re a small firm—everyone works with everyone on everything. An understanding and appreciation of how government (at all levels), community based organizations, and businesses run is more important than explicit knowledge of a particular policy area.

We are offering an opportunity to learn a great deal in an inspiring environment with people who believe in evidence-based public policy and the building of thriving, healthy, safe and engaged communities. If you are detail-oriented and quality-conscious, possess a solid foundation in statistics, and can communicate research results in writing in a clear and organized manner, you may be the appropriate candidate.

Needed skills and qualifications
- Superb communication skills, both oral and written
- Self starter with proven organizational and time management skills
- Excellent interpersonal skills with demonstrated ability to work as part of a team and build external relationships
- Strong quantitative skills with solid understanding of basic statistical concepts
- MS Office: must be highly adept with MS Word, Excel, Access, PowerPoint
- Outstanding creative problem solving skills
- Experience with MS SQL would be a very strong plus
- Experience with Visual Basic would be a very strong plus
- Data base management would be a plus
- GIS mapping would be a plus
**Other**
Collaborative Economics is located in downtown San Mateo, but we do offer the possibility of working from home at least one day a week. Our staff commutes from all over SF, South Bay and the East Bay regularly. If you have questions or concerns about public transit, carpools or the commute in general, please do not hesitate to raise them.

The position is paid at $18/hour, 40 hours/week ($7,200 for 10 weeks).

**To Apply**
Please send your résumé, cover letter, and a writing sample to steichen@coecon.com. We will be conducting interviews on a rolling basis so send your materials in soon for best consideration.