



**INTERNSHIP POSITION**  
***Research & Analysis Department***

**WHO WE ARE, WHAT WE DO**

Choose Chicago® is the official destination marketing organization for Chicago, Illinois. Our mission is to bring regional, national and international business and leisure visitors to Chicago for the economic benefit of the city, the community and its membership. For more information visit [www.ChooseChicago.com](http://www.ChooseChicago.com).

**INTERNSHIP OVERVIEW**

Choose Chicago is seeking one (1) qualified intern who is able to work a minimum of 24 hours per week with the Research & Analysis team in assisting with the completion of tourism related research projects under the direction of the Director, Sr. Economist. This internship provides a college/university student the opportunity to combine academic learning with actual experience in a work environment where the student can apply concepts and principles learned in the classroom. Choose Chicago will provide guidance and support to allow the student to develop knowledge about the research projects executed and maintained in support of Choose Chicago's mission.

**REPORTS TO:** Research & Analysis Department

**RESPONSIBILITIES**

- Support in the collection, organization and distribution of tourism industry data and statistics
- Update and maintain domestic and international databases
- Respond to daily internal and external requests for tourism data in a timely manner ensuring data quality and appropriate communication
- Provide data support for all internal/external newsletters, executive presentations and media
- Perform other research departmental duties as assigned

**REQUIREMENTS**

- Working knowledge of Microsoft Office platform with emphasis on Excel
- Willingness to take direction then work independently toward project completion
- Willingness to interact with internal staff, clients and vendors at all levels in a fast-paced environment with a high level of professionalism
- Strong decision-making ability and attention to detail
- Ability to represent Choose Chicago at internal/external events in a professional manner
- Possess good organizational and time management skills to handle multiple projects simultaneously
- Working knowledge of STR hotel data preferred, but not required
- Ideal candidate will be pursuing academic disciplines in statistics or economics

**Intern Period:** June – August 2022  
**Hours:** Work a minimum of 24 hours per week  
**Positions Open:** One (1)  
**Office Location:** Choose Chicago, 301 E Cermak Rd. Chicago, IL. 60616  
**Wages:** \$15.00/hour

**\*\*Submit resume to [resumes@choosechicago.com](mailto:resumes@choosechicago.com) with subject line Research Internship. Choose Chicago is an equal opportunity employer. \*\***