



JOB TITLE: Intern – Business Development & Research	POSITION TYPE: Hourly
DEPARTMENT: Various	HOURS PER WEEK: 10 - 20
REPORTS TO: Various	LOCATION: Las Vegas, NV

ABOUT LVGEA

The Las Vegas Global Economic Alliance (LVGEA) is a public-private partnership dedicated to growing the economy of the Las Vegas region through intentional business attraction, expansion, and connectivity. The Las Vegas Global Economic Alliance (LVGEA) is a dynamic public-private partnership dedicated to driving economic growth and diversification in Southern Nevada while fostering the creation of high-quality jobs. Whether connecting entrepreneurs with essential resources to launch their ventures or supporting Fortune 500 companies in relocating their headquarters to the region, the LVGEA plays a pivotal role in shaping the region’s economic future. Guided by a distinguished Board of Directors composed of influential leaders from both the public and private sectors, the LVGEA is committed to building a brighter future for all Southern Nevadans. As the largest business board of its kind in Nevada, the LVGEA works collaboratively to strengthen the region’s economy and enhance its global competitiveness.

POSITION OVERVIEW

The Business Development & Research Intern supports LVGEA’s mission by contributing to research, competitive analysis, and business outreach efforts. This role provides exposure to site selection strategy, business retention and expansion (BRE), workforce trends, and regional competitiveness initiatives. The intern will assist in data gathering, company profiling, and preparation of materials used in meetings with corporate executives and site consultants.

ESSENTIAL JOB FUNCTIONS

- Conduct research on target industries and competitive state programs.
- Compile 2-page summaries on targeted companies and industry clusters.
- Research and verify company contact information using tools such as Dun & Bradstreet and public records.
- Assist with CRM data entry and maintenance.
- Support development of community profiles, fact sheets, and research reports.
- Assist in preparing materials for delegation visits, board retreats, and strategic meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE

- Basic understanding of economics, business, or public policy
- Familiarity with research methodologies and data analysis

SKILLS

- Strong analytical and quantitative skills
- Advanced Excel skills preferred
- Ability to synthesize data into clear, concise written summaries
- Professional communication skills

ABILITIES

- Attention to detail and data accuracy
- Comfort conducting cold outreach research
- Ability to work independently with minimal supervision
- Strong organizational discipline

QUALIFICATIONS

- Junior or Senior undergraduate student; graduate students preferred
- Major in Economics, Business, Public Policy, Urban Planning, or related field
- Experience with research tools or CRM systems a plus

INTERNSHIP DETAILS

- Up to 6-month assignment with planned end date
- Opportunity for extension based on performance and organizational need
- Flexible scheduling within 10–15 hours per week

WORK ENVIRONMENT

The work environment for this role requires working indoors in an environmentally controlled setting, with potential exposure to sounds and noise levels that may be distracting or uncomfortable. Job tasks are performed in close physical proximity to other people, requiring frequent collaboration and communication. Essential and marginal functions may necessitate maintaining a physical condition suitable for prolonged periods of walking, standing, and sitting, as well as traveling from site to site for meetings, client visits, or events. Additionally, the role involves use of computers, leading to regular exposure to computer screens for research, data analysis, and reporting tasks.

TO APPLY

- Submit a cover letter, resume, and any relevant work examples to hr@lvgea.org.