



Position Title: Intern

Reports to: Executive Director

Location: City Hall (100 S. Cincinnati), Tulsa, Oklahoma

About PartnerTulsa:

Tulsa Authority for Economic Opportunity, doing business as PartnerTulsa, is the City of Tulsa's economic development Authority that streamlines and strengthens Tulsa's economic development efforts through the merging of the Mayor's Office of Economic Development (MOED), Tulsa Industrial Authority (TIA), Tulsa Parking Authority (TPA), and Economic Development Commission (EDC) into a single, enhanced Public Trust. The organization is governed by a thirteen (13) member Board of Trustees and provides staffing for and oversees the operations of the Tulsa Development Authority (TDA).

PartnerTulsa envisions a future where economic opportunity is accessible to all. This is achieved through a comprehensive approach incorporating real estate, business attraction and retention and community development. As an economic development arm of the City of Tulsa, the organization collaborates with City leaders, businesses, philanthropy, tribal nations, neighborhood associations, community organizations, and residents.

Position Overview:

This internship at PartnerTulsa offers a detailed-oriented and focused individual a unique opportunity to explore the vital intersection of economic development and municipal governance. The intern will gain first-hand experience and contribute meaningfully to an organization directly supporting the Mayor's strategic priorities for accelerated growth in Tulsa.

The ideal candidate will be highly motivated and possess a strong desire to gain a comprehensive, "birds-eye view" of an organization and the inner workings of a city. The intern will interact frequently with senior leadership, key community figures, and City of Tulsa personnel, making strong listening and communication skills paramount. The intern will report directly to the Executive Director and will support her on various tasks and attend meetings, gaining invaluable experience in understanding economic development, operations and effective program incentivization to achieve city goals.

This internship is adaptable to the strengths and interests of the selected individual. Given the fast-paced nature of the organization's work, optimal candidates will possess strong written communication skills, a positive and lighthearted outlook, and an ability to maintain humor and composure while meeting demanding deadlines. A strong cultural fit is essential.

Key Responsibilities/Potential Projects:

PartnerTulsa's work spans finance, business, real estate, and community development. Projects the intern may engage in include, but are not limited to:

- **Organizational Development:** Supporting the creation of a policy and procedures handbook, implementing data collection and review, and optimizing internal organizational efficiency.
- **Research & Analysis:** Conducting research into the history of land use and real estate in Tulsa.
- **Process Development:** Assisting in the development of a process for private activity bond applications.
- **Stakeholder Engagement:** Attending high-level meetings with partners, the Tulsa Authority for Economic Opportunity (TAEO) board, philanthropic organizations, tribal nations, the Mayor's office, and City Council.

All projects will require the intern to practice and hone their communication skills by presenting findings to staff and writing comprehensive reports for the Executive Director.

Skills, Interests, and Qualifications:

- **Professionalism & Execution**
 - **Focus and Detail-Oriented:** Must be detail-oriented, with strong self-management skills, and focused on seeing projects to completion. Must be able to manage time across multiple projects and tasks.
 - **Work Ethic:** Highly motivated, possesses a growth mindset, and is comfortable asking questions.
 - **Mindset & Outlook:** Maintains a positive outlook and is able to work through complex problems.
 - **Technical Proficiency:** Comfortable attending meetings and taking notes. Proficient with Microsoft Office and Google Docs, Sheets, and Slides.
- **Communication & Analysis**
 - **Verbal Communication:** Strong listening and verbal communication skills (will be prioritized).
 - **Written Communication:** Strong written communication skills (optimal due to the nature of the work).
 - **Data Analysis:** Strong ability to read and understand data and is interested in the stories behind the numbers.
- **Academic & Professional Status**
 - Currently enrolled in a Bachelor's or Master's program.
 - Strong interest in learning more about Tulsa and its economic ecosystem.
- **Areas of Interest**
 - Curiosity about economic development, business, how partnerships work, and financial tools.
 - Interest in writing research reports, working on a team and working in a fast paced

environment.

- **Goals for the Internship**

- Four research reports.
- Six presentations to the PartnerTulsa staff.
- Attend key meetings with leaders in the community.
- Additional tangible deliverables will be determined with the Executive Director per the interns strengths and learning goals.

Interested? [Begin your study away application here!](#)