



Oklahoma Department of Commerce Internship 2023

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

Internship Overview: This ten-week summer internship is responsible for increasing awareness of the services offered through our Agency, assisting plan and execute events, create summaries of policies being created through the Oklahoma legislature, and completing goals set forth by the Executive Division. The main divisions within the Agency include Business Development, Research, Marketing, Community Development, Main Street, Workforce as well as support teams. Interns are responsible for arranging their own housing.

Duties and Responsibilities

- Work on administrative projects in the various divisions
- Attend meetings, trainings or other events with Commerce Associates
- Assist with various community development projects
- Draft summaries or fact sheets for legislation
- Complete research on a variety of related topics
- Support marketing efforts as needed (write press releases, social media posts and other materials)
- Take phone calls
- Assist in event planning and project creation
- Create interview preparation materials
- Compile contact lists
- Create or update databases

Skills and Specifications

- Business, Public Relations, Marketing, Research, Community Development, Political Science or other applicable majors preferred
- Interest in the economic development industry
- Strong verbal and written communication skills
- Proficient with Microsoft Excel and other Microsoft Office applications

Benefits

- Practical public relations experience working directly with community leaders
- Shadowing, mentoring, and training opportunities with skilled economic development professionals
- Opportunity to participate in networking events and company meetings
- Paid internship (\$15 per hour about 20 hours a week)

Please submit the following with your application:

1. Cover Letter (including your year in college and major)
2. Resume (including 2 references)
3. Grade Point Average (transcript will be required if selected for an interview)
4. Essay – not to exceed 1 page for both questions
 - a. What are your expectations for this internship?
 - b. Why do you think you should be chosen for this internship and what current skills would you apply to it?

How to submit: Email your information to Recruiter@okcommerce.gov or [apply online](#)

APPLICATIONS DUE BY 5:00 p.m. on January 20, 2023

Office Location:

Oklahoma Dept of Commerce
900 N Stiles Ave
Oklahoma City, OK 73104