



Supply Chain Analyst Internship - Fall 2018

Organizational Overview

The Economy League of Greater Philadelphia addresses critical issues facing Greater Philadelphia by providing impactful research, connecting diverse leaders, and advancing shared solutions. We envision a thriving Greater Philadelphia region powered by informed and collaborative leadership.

Since its founding in 1909, the Economy League has believed that high-quality analysis and practical insight about the region's most important challenges and opportunities, combined with collaborative, cross-sector leadership are crucial drivers of prosperity in Greater Philadelphia. To learn more, visit www.economyleague.org.

Project Background

Anchor Procurement Initiative (API) is an innovative partnership between the Economy League, the City of Philadelphia and local "Eds and Meds" anchor* institutions that seeks to increase institutional local purchasing. The goal of the initiative is to use local purchasing to catalyze job and business growth and attraction, reduce poverty. The Economy League is accomplishing this goal by identifying opportunities in anchor supply chains, finding qualified local suppliers and connecting the two.

The institutional buyers currently participating in API include Children's Hospital of Philadelphia, Drexel University, Thomas Jefferson University and Health System, The University of Pennsylvania and Health System, Einstein Healthcare System, La Salle University, St. Joseph's University, Temple University and University of the Sciences. Procurement directors from each institution participate in a quarterly meeting to shape API and identify opportunities for localization, such as food and medical laundry. The Economy League is also using its institutional network to gain access to and build relationships with Supply Chain Integrators (SCIs), such as Aramark, Premier and Staples. Relationships with major suppliers will provide another source of opportunities.

**For the purposes of this project we define anchor institutions as companies or organizations that have assets, which make them 'anchored in place' such as a campus or hospital building. Anchor institutions have a greater commitment to improving their immediate neighborhoods, as their welfare is closely linked to that of their surroundings.*

Position Details

The Supply Chain Analyst will support the Director of Shared Solutions in building and populating a database of local and diverse suppliers. Work hours are flexible; however, we look for interns who can commit to working at least two days per week (16 hours) during the academic year. Responsibilities include:

- Consolidate lists of local vendors provided by anchors, filter and "clean" data to locate and correct inconsistencies, missing information and other data input problems.
- Identify and compile supplemental data that will be helpful to include in the database (e.g. information available on the supplier's website or additional information from Dun & Bradstreet).
- Assist Director of Shared Solutions in developing and implementing an outreach strategy for suppliers that have been entered in the database.

No phone calls please. Only candidates invited to interview will be contacted.



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- Assist Director of Shared Solutions with technology platform development by testing the platform, researching best practices, conducting informational interviews with users and other duties as needed.
- Provide administrative support on an as-needed basis, including tasks such as filing, research, updating the website and coordinating meetings.

Qualifications

- Interest in public policy, state and local government, and the economy;
- Strong written and oral communication skills;
- Quantitative skills and experience with analytic and data management software;
- Creativity, self-motivation and willingness to ask questions;
- Effective interpersonal skills, team player;
- Undergraduate upperclassmen and graduate students preferred.

Weekly Time Commitment: 10-20 hours

To Apply

Please email a cover letter and resume to interns@economyleague.org by Friday, August 24th. No phone calls please. Only candidates invited to interview will be contacted.

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