



Economic Development

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## Internship ANNOUNCEMENT (Fall 2018):

### Graduate Student Intern

#### **FAIRFAX CITY OFFICE OF ECONOMIC DEVELOPMENT**

**Fairfax City Office of Economic Development (OED):** The Fairfax City OED is the lead agency for economic development programming within Fairfax City. The Office serves to promote, identify, and assist businesses with location, expansion, and capacity building services within the City while creating systems and programs that encourage commercial and retail development. The Fairfax City EDO also serves as the primary point of contact with the Fairfax City Economic Development Authority, an independent but related agency of the City of Fairfax.

**Job Description:** The Graduate Student Intern's primary responsibilities will involve developing and managing programming that directly supports the business community within Fairfax City. Interns will also assist in the strategic planning and long term policy development of the Economic Development Office and liaise with the Fairfax City Economic Development Authority in promotional and programmatic initiatives.

This position will report to the Director of Economic Development and the Business Development Associate; responsibilities will include but are not limited to:

- Assist with the development of a strategic plan for at least one of the local activity center's within the City of Fairfax, this may include providing support for any merchant association or business improvement district formation initiative;
- Provide in depth analysis on the local activity centers with a focus on areas of improvement (e.g. working with property owners, developing programs and systems that facilitate a better working relationship with the property owners and City officials, etc.);
- Provide support for programming that facilitates business outreach and integration within City-run initiatives;
- Develop marketing collateral in support of City and /or EDA programming;
- Assistance with special projects: provide implementation and analytical support for the Economic Development Office and Economic Development Authority on projects that are consistent with program / office strategic plan (e.g. Facade Improvement Programming);
- Provide support for the development of a strategic business attraction program;

**Qualifications:** Preferred candidates will possess a bachelor's degree from an accredited college or university and will be pursuing a graduate degree in either: business administration, public policy, urban planning/development, architecture/design, government, or law.

**Requirements:** Graduate Interns will be required to work at a minimum number of 8 hours per week at the Fairfax City Hall in Fairfax, VA 22030. Hours may be increased contingent on a conversation with the Director.

To apply:

Email cover letter and resume to [economicdevelopment@fairfaxva.gov](mailto:economicdevelopment@fairfaxva.gov) with the subject line: Graduate Student Intern – OED by Monday, September 3, 2018.

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This position is available for academic credit, or for an intern stipend