



10455 Armstrong Street • Fairfax, VA 22030-3630
703.385.7850 • www.fairfaxva.gov

Economic Development

Position Description: Economic Development Intern

Reports to: Economic Development Director

Filing Deadline: September 12, 2018

Start/End Dates: September 24, 2018 – December 21, 2018

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.

Position Description:

The Fairfax City Economic Development Office is seeking an Economic Development Intern for the fall of 2018. The Economic Development Intern (EDI) will provide routine administrative support and strategic and program support for priority projects. It is the City's intention to provide an opportunity for educational and practical experience in business and economic development, as well as interact with local businesses and government leaders.

Under the direction of the Economic Development Director and Administrative Support Specialist, the Economic Development Intern will develop an understanding of local, state, and federal rules and regulations applicable to economic development and municipal governance.

Duties and Responsibilities:

- Assist in the development and production of marketing collateral and communications initiatives (website content, social media content, special projects, etc., as related to business development).
- Increasing social media content for EDO and EDA events.
- Assist with research, collection, and organization of documentation to supply startup businesses and prospective businesses.
- Developing a new "How to Start a Business Guide".
- Assist with data entry for business database and coordination of correspondence to business community.
- Provide technical assistance to EDO staff by preparing Adobe forms, PPT presentations, etc.
- Some field work may be required (interaction with City businesses on various economic development events).
- Various projects as needed.

Qualifications:

- Understand concepts of economics, business, real estate, economic development and local, state, and federal rules and regulations applicable to economic development and municipal governance.
- Communication skills: ability to express ideas orally and in written form, listen for understanding, give feedback, and facilitate open communication.
- Must be ethical and have a positive attitude.
- Proficient in Adobe, Word, Excel, and PowerPoint

Work Schedule:



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It is anticipated that the Economic Development Intern will be available to work two/three days per week (16 hours a week total).

Contact Information:

Applicants should send a resume and cover letter to Danette Nguyen, Business Development Associate at danette.nguyen@fairfaxva.gov.

Visit our website at <https://www.fairfaxva.gov/government/economic-development> and <https://www.fairfaxcityconnected.com>.