

ECONOMIC DEVELOPMENT – INTERACTIVE MARKETING AND PROGRAMS INTERNSHIP ANNOUNCEMENT:

Fall 2019

FAIRFAX CITY OFFICE OF ECONOMIC DEVELOPMENT

Fairfax City Economic Development Office: The Fairfax City EDO 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.

Internship Description: The Economic Development Office Intern's (the "Intern") primary responsibilities will involve working under the direction of the Director of Economic Development and the Assistant Director of Economic Development/Programs Manager, or his or her designee, in order to manage programming that directly supports the business community within Fairfax City.

Daily responsibilities will include but are not limited to:

- Assist in the planning and logistics of EDO/A programs including city-promotional events such as Rock the Block, and assist in advancing the connection between city events and city businesses;
- Conduct online research and news monitoring for city businesses and events;
- Draft and edit social media posts, blogs, and monthly e-newsletters for final review by EDO staff and assist in the development of a social media strategy;
- Assist in writing and editing analytics of the EDO/A social media channels and website for internal partners and stakeholders;
- Provide support, under the direction of EDO staff, to the Economic Development Authority (minimal evening hours may be required);
- Attend monthly Economic Development Authority meetings and transcribe meeting minutes;
- Develop collateral for the EDO that promotes/ informs the public of existing and planned economic development programming;
- Provide assistance, when necessary, with the administration and oversight of the EDA sponsored Façade Improvement Program (this may require out of office activities);
- Administrative tasks as assigned by EDO staff.

Minimal Expectations:

Interns will be expected to report to work at Fairfax City Hall, 10455 Armstrong Street, Fairfax, VA 22030, for a minimum of three days a week. Specific hours will be coordinated by EDO staff. All interns will be given access to a computer and an email address (interns are not expected to check email after hours).

How to Apply:

Please send a resume and cover letter to economicdevelopment@fairfaxva.gov highlighting your qualifications, familiarity with the EDO and its programming, and framing your interest in working for local government/ economic development. Additionally, please include a short writing sample not to exceed three (3) pages in length, or alternatively, provided a summary of similar work you have completed that highlights your writing ability.

Compensation:

Interns will receive either academic credit or pay compensation (to be determined in conversation with EDO staff). Please indicate your compensation preference in a cover letter.