

## ECONOMIC DEVELOPMENT INTERNSHIP ANNOUNCEMENT:

Fall 2021

### *FAIRFAX CITY OFFICE OF ECONOMIC DEVELOPMENT*

**Fairfax City Economic Development Office (EDO):** 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/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 development and implementation of EDO/A programs including city-promotional events such as Small Business Saturday, and assist in advancing the connection between city events and city businesses. Minimal business visits as well as weekend and evening hours may be required;
- Develop collateral that promotes/informs the public of existing and planned economic development programs;
- Assist in drafting social media posts and blogs for final review by EDO staff;
- Conduct an audit of digital channels used by reviewing performance and identifying areas of improvement;
- Periodically attend monthly Economic Development Authority meetings and assist with transcribing meeting minutes;
- Lead the development of a new employee/intern welcome packet, in conjunction with EDO staff;
- 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 two days a week. Specific hours will be coordinated by EDO staff and may include virtual hours. All interns will be given access to a computer and an email address (interns are not expected to check email after hours). All interns are required to attend the weekly EDO staff meeting (currently scheduled for Monday mornings, although flexible).

**How to Apply:** Please send a resume and cover letter with "Fall 2021 Intern" in the subject line to [economicdevelopment@fairfaxva.gov](mailto:economicdevelopment@fairfaxva.gov) highlighting your qualifications, familiarity with the EDO and its programming, and framing your interest in working for local government/ economic development by Friday, August 27, 2021. 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.