

## ECONOMIC DEVELOPMENT INTERNSHIP ANNOUNCEMENT:

### Summer 2022 – Programs & Social Media Internship

#### *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, to manage programming that directly supports the business community within Fairfax City.

Daily responsibilities will include but are not limited to:

- Solicit business participation, create and coordinate the drafting/distribution of promotional materials, and assist with day of program logistics for Rock the Block, Sunday Sessions, and the Old Town Fairfax Crawl;
- Communicate and assist with content development and distribution of collateral that promotes/informs the public of existing and planned economic development programs;
- Draft surveys, collect responses, and summarize/present information on programs to aid in evaluating effectiveness of business and public participation;
- Review and assist with the maintenance of program content on [fairfaxcityconnected.com](http://fairfaxcityconnected.com) to ensure information is current/updated;
- Work with the social media team to plan and execute all marketing activities necessary to ensure the success of programs as needed;
- Minimal business visits as well as weekend and evening hours may be required;
- General office administration duties, including but not limited to: mailing/shipping, answering phone calls, emailing, and other office support; and
- Other duties as assigned by EDO staff.

**Minimal Expectations:** The selected intern should have experience in program coordination and administrative support, should be enrolled in either a marketing, communications, business, or association management fields. Interns will be expected to report to work at The Economic Development Offices at 10300 Eaton Place Fairfax, VA 22030, for a minimum of two 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). All interns are required to attend the weekly EDO staff meeting (currently scheduled for Wednesday mornings, although flexible).

**How to Apply:** Send your resume and cover letter with "Summer 2022 Intern" in the subject line to [matthew.easley@fairfaxva.gov](mailto:matthew.easley@fairfaxva.gov) highlighting your qualifications, familiarity with Economic Development, and framing your interest in working for local government/economic development by Friday, April 29<sup>th</sup>, 2022.

**Compensation:** Interns will receive either academic credit or pay compensation. Please indicate your compensation preference in your cover letter.