

ECONOMIC DEVELOPMENT INTERNSHIP ANNOUNCEMENT:

Summer 2022 – Social Media and Programs 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:

- The development of high-quality materials for all five social media (@fairfaxcityEDA) channels;
- Management and measurement of all social media posts/ engagement (and reporting to the Business and Community Engagement Specialist);
- Development of an end-of-summer report on social media use and impact including recommendations on enhancement and brand development;
- Recommendation document on growing follower base;
- Assisting with coordination of programming of EDO/A office as needed;
- Periodically attend monthly Economic Development Authority meetings and transcribe monthly meeting minutes;
- The development of high-quality materials for social media (@fairfaxcityEDA) channels as needed;
- Lead the development of a new employee/intern welcome packet, in conjunction with EDO staff;
- Assist with maintenance of EDA website (fairfaxcityconnected.com); and
- Other duties as assigned by EDO staff.

Minimal Expectations: The selected intern should have experience in developing and managing a social media campaign, should be enrolled in either a marketing, communications, or business program. 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 highlighting your qualifications, familiarity with Economic Development, and framing your interest in working for local government/ economic development by Friday, April 29th, 2022.

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