

## ECONOMIC DEVELOPMENT INTERNSHIP ANNOUNCEMENT:

### Spring 2023 – 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 grants and programming that directly supports the business community within Fairfax City.

#### **Daily responsibilities will include but are not limited to:**

- Assist with all aspects of the Neighborhood/Community Development Grant program oversight including but not limited to, the following tasks: drafting policies and procedures for the program and finalizing any necessary revisions; posting the grant application information on the EDO website and social channels for announcement; providing guidance to applicants on the application and grant procedures; conducting completeness reviews of applications and payment requests; monitoring and responding to inquiries pertaining to the grant program; developing and implementing a system for maintaining grant information, tracking grant submissions and payments; and producing various reports on grant results for publication and distribution;
- Participate in the planning and execution as well as researching ideas for future creative EDO placemaking programs;
- Work with the social media team to plan and execute all marketing activities necessary to communicate economic development grants and programs;
- 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 15 hours per 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:** Send your resume and cover letter with "Spring 2023 Programs 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, October 22<sup>nd</sup>, 2022.

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