

## ECONOMIC DEVELOPMENT INTERNSHIP ANNOUNCEMENT:

### SUMMER 2023 – BUSINESS INVESTMENT 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 Senior Assistant Director of Business Investment or their designee, to initiatives that support the business community and economic growth within Fairfax City.

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

- Outreach to existing Fairfax City businesses to better understand their needs
- Research growing businesses in regions with similar economies
- Draft engaging business attraction emails
- Assist with providing compelling statistics and narratives to be used in the recruitment of businesses to the City
- Promote existing grant program (LIFFT) to real estate brokers
- Logging business interactions on our internal database
- Other duties as assigned by EDO staff.

**Minimum Expectations:** The selected intern should have experience in understanding business marketing, can craft compelling emails to a targeted audience, a comfortability talking on the phone with business executives and their representatives, ability to prioritize projects and stay organized, as well as a strong attention to detail. Preferred candidates will be able to assist with website content and marketing materials relating to business investment. Interns will be expected to report to work at The Economic Development Offices at 10300 Eaton Place Fairfax, VA 22030, for 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:** Upload cover letter, resume and complete employee application on NeoGov. Highlight your qualifications, familiarity with Economic Development, and frame your interest in working for local government/economic development by Friday, April 21, 2023.

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