

ECONOMIC DEVELOPMENT INTERNSHIP ANNOUNCEMENT

Summer 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 Fairfax City.

Summary: The Economic Development Office seeks a highly motivated candidate to work up to 15 hours per week as an Intern at our office in Fairfax City, VA. The Programs Intern will work with the Economic Development Programs Manager to bring about programming that directly supports all functions of the EDO, including but not limited to: business investment, retention, and relationship management, community partnerships to promote local businesses, and events to support sales for local retail businesses. The intern will assist with existing programs, such as the Fairfax City Flex Card and Fairfax City Restaurant Week. This is an excellent opportunity for individuals looking to expand on their professional skills, acquire experience in local government, and gain an advanced understanding of Economic Development.

The ideal candidate will have experience in program coordination and administrative support. The Intern should be able to work in a fast-paced office environment, have strong attention to detail, and possess the ability to multi-task. Candidates who are active members of their college campus community, have previous research experience, and have strong written and communication skills are also desirable.

Key Position Responsibilities:

The Programs Intern will be responsible for supporting the implementation of the EDO's programs with oversight from the Economic Development Programs Manager. Responsibilities include (but are not limited to):

- Assisting the Economic Development Programs Manager with research and development of new programs that align with the EDO's mission and strategic goals.
- Administrative tasks associated with the execution of calendared events; including (but not limited to): Ribbon Cuttings, 2023 Old Town Fairfax City Summer Crawl, Fairfax City Flex Card promotions, 2023 Summer Fairfax City Restaurant Week, and Rock the Block Business Activation Area.
- Working with the social media team to plan and execute all marketing activities necessary to communicate economic development programs.
- Update EDA website with programs blog posts and an up-to-date Programs page (via Wordpress).
- Conduct business visits to encourage program participation or educate businesses about upcoming events and program opportunities.
- General office administration duties include (but are not limited to): mailing/shipping, answering phone calls, emailing, and other office support, as well as additional duties assigned by EDO staff.

Qualifications: Preferred candidates will be pursuing or holds a Bachelor's Degree, or pursuing a Master's Degree in either business, marketing, communications, or association management fields. Should demonstrate initiative and possess the ability to work independently and as part of a team. Have excellent written and verbal communication skills. Have strong attention to detail, possess the ability to multi-task, and work in a fast-paced office environment. Must be a good cultural fit for a small but growing team.

Requirements: Proficiency in Microsoft Office (Outlook, Word, Excel, etc.), Google Workspace, Wordpress, Adobe, and

Canva.

Details: Interns will be expected to report to work at the Economic Development Office at 10300 Eaton Place Fairfax, VA 22030, for a minimum of 15 hours per week. Specific hours will be coordinated by EDO staff (weekend and evening hours may be required). 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 compensation preference in your cover letter.