



Anchorage Economic Development Corporation Live.Work.Play. Intern Position Description

Live.Work.Play. Intern will help shape Anchorage as a great place to call home.

Opportunities to engage with a number of businesses, nonprofit and government organizations on matters such as housing, education, safety, arts and culture, diversity, health and well-being, and recreation.

Job Title: Live.Work.Play. Intern **Reports To:** Live. Work. Play. Director

Purpose of Position: As a member of the Live.Work.Play. division of AEDC, support the key projects, focus areas, key stakeholder groups and the overall initiative to make Anchorage the #1 city in America to Live, Work and Play by 2025.

Duties & Responsibilities:

- Support the Live.Work.Play. Narrative revision project
- Support the Live.Work.Play. History and Chronology project
- Support the planning and designing of Live.Work.Play. Signature event 2016
- Assist in preparing presentations on Live. Work. Play to the member companies
- Assist in developing content for Live. Work. Play. newsletter and social media platforms
- Assist in coordinating meetings with stakeholders as and when requested
- Demonstrate professionalism and responsibility in representing AEDC. Develop and maintain effective working relationships with staff, investors and the public

Educational Requirements:

Applicant must be in pursuit of a Bachelor's degree in business, economics, law, PR or a related field.

Job Requirements:

Applicant must possess excellent organizational, oral communication and business writing skills, research capabilities and a project management background. Stakeholder Management and negotiation skills are highly desirable to be successful in this area.

If interested, please contact Moira Sullivan, Live. Work. Play. Director:

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