



Anchorage Economic Development Corporation

Economic Development Intern Position Description: Fall 2018

Job Title: Economic Development Intern

Reports To: Logistics Business Development Director

Purpose of Position: Assist AEDC staff with executing projects focused on economic development, community development and assistance to businesses. AEDC conducts a wide variety of programs focused on local business assistance, increasing Anchorage's livability and attracting new business investment to Anchorage. The Economic Development Intern will assist several different AEDC departments with their projects, including Business & Economic Development, Communications, Logistics Business Development and Live.Work.Play.

Duties & Responsibilities:

Provide assistance and coordination to the following:

- Conduct research and collect qualitative and quantitative information for use in investment attraction efforts and assistance to local businesses; projects likely to require assistance include AEDC's Employment Reports, Economic Dashboard, Export Analysis and other projects.
- Attend meetings with AEDC staff and business leaders, provide administrative assistance where necessary;
- Collaborate with the Logistics Business Development Director, Business and Economic Development Director, and Communications Director to write articles to support effective program of investment attraction efforts in Anchorage;
- Assist with gathering community development data, including the Cost of Living Index and Live.Work.Play. metrics
- Complete signature project and present results to AEDC staff. Project elements to include research, writing and PowerPoint development
- Demonstrate professionalism and responsibility in representing AEDC. Develop and maintain effective working relationships with staff, investors, and the public. Ability to coordinate projects and assignments with staff and meet multiple deadlines;
- Perform other duties as assigned.

Educational Requirements:

Applicant must be in pursuit of a Bachelor's degree. Majors in business, economics or related field preferred, but not required.

Job Requirements:



Applicant must possess excellent organizational, oral communication and business writing skills; entrepreneurial initiative and a proactive mindset. Internship runs August 27 – December 8 (dates and work schedule flexible).

Deadlines:

Applications will be reviewed in 2 rounds. Priority will be given to Round 1 applicants. Intern applicants should only apply in either Round 1 or Round 2 for the Fall 2018. Please note: AEDC internships vary in their application process; the Deadlines stated here may not applicable to other AEDC internships.

- **Round 1 Application Deadline: May 31, 2018**
- Round 1 applicants notified: June 22, 2018
- **Round 2 Application Deadline: July 20, 2018**
- Round 2 applicants notified: August 10, 2018