



**Job Title:** Business & Economic Development Intern

**Reports To:** AEDC Business & Economic Development Director

**Purpose of Position:** As a coordinator to the management team, work with AEDC investors, Anchorage Businesses, and outside companies to develop and implement strategies to promote business expansion and retention efforts in Anchorage.

**Duties and Responsibilities:**

The Business & Economic Development Intern will provide assistance and coordination on the following:

- Create, design and implement effective business strategies to promote business and economic growth in Anchorage, including site selection and other projects deemed appropriate for the Anchorage market.
- Research business development opportunities related to Anchorage's logistics industry
- Research and write articles for AEDC's e-newsletters and publications
- Assist AEDC's programs and efforts to support entrepreneurship
- Attend meetings with Anchorage business leaders, compose and distribute meeting minutes
- Collaborate with other economic development entities to collect various economic data for use internally and in support of the Anchorage community at large.
- Research and collect data for use in site selection efforts to promote Anchorage to appropriate industry sectors.
- Promote opportunities for foreign or domestic investment in Anchorage through business retention and expansion efforts. Collaborate with the Business and Economic Development Director, Business and Economic Development Assistant Director, and Communications Director to develop materials to support an effective program of business retention and expansion efforts in Anchorage.
- Cultivate prospective business contacts and opportunities through appropriate professional associations and network activities.
- 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.

**Job Requirements:**

Applicant must possess excellent organizational, oral communication and business writing skills; entrepreneurial initiative and project management.