



Anchorage Economic Development Corporation

Economic Development Intern Position Description: Summer 2021

Job Title: Economic Development Intern

Reports To: Director of Strategic Initiatives – Emma Irish

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 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, 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;
- Attend meetings with AEDC staff and business leaders, provide administrative assistance where necessary;
- Collaborate with the Director of Strategic Initiatives 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 project management. Position is best suited for undergraduate students at the junior or senior level. Internship runs May 21 – August 10 (dates flexible). Accommodations may be made if we are still working remotely due to COVID-19.

*This is an unpaid internship.