



Anchorage Economic Development Corporation

Communications Intern Position Description: Summer 2021

Job Title:	Communications Intern
Reports To:	Communications Director – Spencer Shroyer
Purpose of Position:	Support the Communications Director and AEDC staff in creating corporate communications pieces, marketing and investor relations, with the ultimate goal of increasing public awareness of AEDC while supporting AEDC’s objectives and accomplishments.

Duties & Responsibilities:

Provide assistance and coordination to the following:

- Assist Communications Director with AEDC’s public relations, social media and marketing campaigns;
- Assist Communications Director with website maintenance and fact checking;
- Proof, update, design and layout publications, reports, fliers and advertisements;
- Design correspondence and investor communication;
- 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 journalism, communications, public relations, marketing 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). Must be available Aug. 4, 2021 9am – 1:30pm.

To apply, please send your resume and cover letter to Communications Director Spencer Shroyer at sshroyer@aedcweb.com.

*This is an unpaid internship.