



## **Anchorage Economic Development Corporation**

### **Economic Development Intern(s) Position Description: Summer 2026**

**Job Title:** AEDC Interns (unpaid)

**Reports To:** Economic Development Manager

**Purpose of Position(s):** AEDC is looking for multiple interns to assist 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 AEDC's Economic Development Manager on economic development, communication, and website development projects.

#### **Duties & Responsibilities:**

##### **Provide assistance and coordination to the following:**

- Conduct research and compile qualitative and quantitative data to support investment attraction efforts and assist local businesses.
- Attend meetings with AEDC staff and business leaders.
- Collaborate with the Economic Development Manager on key initiatives and projects.
- Assist in gathering and analyzing community development data, including Cost of Living Index inputs and Choose Anchorage metrics.
- Assist with survey collection for AEDC business retention and expansion program
- Provide administrative project support.
- Demonstrate professionalism while representing AEDC; build and maintain effective relationships with staff, investors, and the public.
- Coordinate projects and manage multiple assignments while meeting deadlines.
- Support the development team with planning and execution of a 1,600+ person luncheon on August 5, including pre-event coordination, release of top economic data reports with high-end speakers, and great networking potential.
- Perform other duties as assigned.

#### **Educational Requirements:**

Currently working toward majors in business, economics, marketing or related field preferred, but not required.

#### **Job Requirements:**

Applicants must possess excellent organizational, oral communication and business writing skills; entrepreneurial initiative and proactive, curious attitude. Internship runs May 4th– August 14th (dates flexible).

Please email resume and cover letter to [info@aedcweb.com](mailto:info@aedcweb.com).