

## **LAEDC Internship: Strategic Relations Department**

Position available now through the end of 2015

### **Summary:**

The Strategic Relations department within the LAEDC is the team that plans, coordinates and executes high level meetings and events for the constituents of Los Angeles County. This department is also responsible for the fundraising for the LAEDC. The selected interns (2) will collaborate with the team and assist in the marketing via social media and/or graphic design communication (no graphic design background needed), coordination of speakers, collaborate with event/program content, conduct research on specific topics, coordinate RSVP lists and maintain database. The selected interns will collaborate with each other to ensure projects are seamless between the two selected individuals. The interns will receive hands-on experience and develop skills in event planning and event marketing in order to succeed in a fast paced environment. Interest in policy and business is a plus!

### **Who We Are**

The LAEDC provides collaborative and strategic economic development leadership to promote a globally competitive, prosperous and growing L.A. County economy to improve the health and wellbeing of our residents and communities and enable those residents to meet their basic human need for a job. We achieve this through objective economic research and analysis, strategic assistance to government and business, and targeted public policy. Our efforts are guided and supported by the expertise and counsel of our business, government and education members and partners. The LAEDC is a private, non-profit organization established in 1981 under section 501(c)(3).

In addition, our Public Policy team issues recommendations that help shape state and local legislation including incentives and programs to improve regional job growth and economic prosperity.

The strategic relations department has put on events that bring important, relevant conversations to the region, for example, topics have included innovation in healthcare featuring the President of Cedars Sinai, or aerospace featuring the President of SpaceX; or, events featuring the State Senate President Pro Tempore, Kevin de Leon; or an event with the Consul Generals from around the world; or smaller roundtables with local elected officials such as Councilman Jose Huizar, or Curren Price. The large public events receive media recognition on radio and newspaper, and often exceed an audience of 450 attendees.

### **Intern Opportunity**

The LAEDC will provide training for an Intern in a program of project-based practical learning. Intern will:

- 1) Assist with LAEDC membership communications using software such as Nationbuilder, Salesforce and Eventbrite.
- 2) Assist in the event planning process including managing the RSVP lists, create agendas for various high profile meetings, create nametags, attend event and assist with on-site logistics.
- 3) Cross-collaborate with other LAEDC departments to create effective communications regarding upcoming meetings and events. Effectively relay that information to the LAEDC constituents utilizing social media, email, and various other communications platforms.
- 4) Conduct research on a given topic in an effort to discover potential programming ideas, and speakers for future events.
- 5) Light database maintenance.
- 6) Website updates using WordPress (training provided)

The Intern will have the opportunity to learn from and contribute to all of the various activities of a high profile nonprofit organization. The intern will meet high level business executives, and elected officials. This is a unique opportunity for hands-on experience with event programming and execution and marketing communications, while also learning how economic development and public policy works in the LA County region.

The program would involve approximately 8 to 10 hours per week (for each intern), over a period of 4-6 months, at LAEDC's office in downtown L.A.

Two (2) interns will be selected, however, they will share the project and should have alternating schedules with each other.

**Desired Qualifications:**

- Strong writing and organizational skills
- Experience in Microsoft Office—Outlook, PowerPoint, Word & Excel
- Strong analytical skills
- Ability to balance multiple projects and meet deadlines
- Works well with colleagues, is tactful and thoughtful about subtleties of relationships with partner organizations.
- Strong interest in the field of marketing, event planning, policy, and in general business issues

**Required Documents:**

- Cover Letter
- Resume
- Signed (original) letter from college/university confirming the student status and program.
- Completed LAEDC Application (available upon being selected)

**Compensation:**

This is an unpaid internship, with travel and parking reimbursement.

**To begin the process, please send a cover letter and resume to Elsa Flores, Vice President, Strategic Relations:**  
[elsa.flores@laedc.org](mailto:elsa.flores@laedc.org)