

LAEDC Internship: Strategic Plan for Economic Development

Summary:

This Intern works with our Strategic Plan Implementation Team building the foundation for implementing the 2016-2020 Countywide Strategic Plan for Economic Development. This work will help our region grow jobs and set economic development priorities to remain competitive in the global market. It also provides the opportunity for gaining knowledge and experience, coupled with real social impact for our region. The Intern will also develop dozens of key contacts at organizations throughout the region.

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.

LAEDC's work includes the first-ever **Strategic Plan for the L.A. County Economy**, which provides a practical foundation for guiding economic growth. It was developed through a very public, year-long, grassroots process that brought together over 1,050 stakeholders from business, government, labor, education, environmental and other community-based organizations to identify and build consensus around a set of economic development priorities to strengthen the economy, improve the environment and promote shared prosperity across all our communities. (**see link at LAEDC.org/strategicplan**)

Intern Opportunity

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

- 1) Assist with analysis and data collection of the results and outcomes that align with the Strategic Plan's goals, collaboratively develop written summaries,
- 2) Work on preparations for implementation of the 2016-2020 Strategic Plan, which will include assistance in building the foundation for process, organizing materials and stakeholder lists, identifying issues critical to economic growth, writing, and assistance with planning of stakeholder input meetings.

3) Communications activities related to economic development, which include social media and email campaigns to engage the public in the process.

Various other related activities will be in-process for the new Strategic Plan and the Intern will have opportunity to learn from and contribute to these activities. This is a unique opportunity for hands-on experience with economic development, with opportunities to make contacts with many of the top organizations in LA County, while learning how economic development and public policy actually works. The program would involve approximately 15-20 hours per week, over a period of 4-6 months, at LAEDC's office in downtown L.A.

Desired Qualifications:

- Strong writing abilities!
- Experience in Microsoft Office 2007—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.
- Interest in the field of economic development and public policy

Required Documents:

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

Writing samples are very helpful. Please provide for consideration.

To begin the process, please send a cover letter and resume to Marianne Haver Hill, Executive Director at LAEDC: Marianne.Hill@LAEDC.org