



## **LAEDC INTERNSHIP**

### **Propel L.A.: 2016 – 2020 Countywide Strategic Plan for Economic Development**

### **Position available through Summer 2018**

#### **Summary**

This intern participates with our Propel L.A. team on the 2016-2020 Countywide Strategic Plan for Economic Development, serving LA County. This work will help our region grow jobs and set economic development priorities to remain competitive in the global market, and the opportunity for gaining knowledge and experience is 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 Los Angeles County Economic Development Corporation (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 Countywide Strategic Plan for Economic Development. The current plan, led by the Propel L.A. team was developed through a very public, grassroots process that brought together over 500 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 and promote shared prosperity across all our communities. Visit [www.propel.la](http://www.propel.la) to learn more.

#### **Internship 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 progress, results, and outcomes that align with the Strategic Plan's goals.
- 2) Work on ongoing development of processes, database development, and outreach, 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 events.



- 3) Assist with communications activities related to economic development, which will 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 works. The program would involve approximately 15-20 hours per week, over a period of 4-9 months, at LAEDC's office in downtown L.A.

### **Desired Qualifications**

- Strong writing and/or analytical abilities
- Experience in Microsoft Office—Outlook, Word, Excel, & Power Point
- 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 student status and program enrollment.
- Completed LAEDC application will be required from candidates selected to move forward in the internship process.

**NOTE:** Please signify if your interest is in data analysis or in communications. Please also provide a writing sample.

### **Compensation**

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

LAEDC is an equal opportunity employer.

**To apply, please send required documents (cover letter, resume and letter from college/university) to Collette Hanna, [collette.hanna@laedc.org](mailto:collette.hanna@laedc.org)**