

LAEDC Internship: Department of Innovation & Digital Media Industry Cluster Development

Position available through 2018

Summary:

This intern participates with our team on building a robust, countywide InnovateLA celebration that will take place in November, and out Digital Media and Entertainment Industry Council with programming throughout the year.. This work will help to redefine and promote Los Angeles as global center for innovation which will help our region grow jobs and set economic development priorities to remain competitive in the global market. There is tremendous opportunity for gaining knowledge and experience and the ability to create real social impact for our region. Intern will also develop dozens of key contacts at organizations throughout the region.

Who We Are

The LAEDC provides 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).

LAEDC's work includes the Innovate Los Angeles initiative and related programs and events including Los Angeles Innovation Week.

Intern Opportunity

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

- 1) Assist the Director of Development in the creation of a comprehensive calendar of events across LA County.
- 2) Research innovation taking place in myriad sectors including technology, media, food, art, fashion, social, education and beyond.
- 3) Communications activities related to innovation, which include social media and email campaigns to engage the public in the process.

Various other related activities will be in-process for the Center for Innovation 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:

- You are a social media Whiz - #1
- 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.

LAEDC is an equal opportunity employer.

To begin the process, please send a cover letter and resume to Chris Rico, Director of Innovation:
Chris.Rico@laedc.org



LAEDC