

## **LAEDC Industry Cluster Development Internship Description**

### **Cluster Development Intern**

The LAEDC will provide training for an Industry Cluster Development Intern in an intensive program of project-based practical learning in cluster development, which includes business assistance, marketing, legislative, policy research, and strategic communications. Intern will receive hands on experience working on a number of projects.

**Assignment:** Interns will be trained in a broad cross section of activities that include assisting the Senior Director and Assistant Program Manager of Strategic Initiatives and Industry Cluster Development in the LAEDC's ongoing cluster development activities. Training may include:

- conducting extensive industry cluster asset mapping and contact research
- identifying, tracking and analyzing legislation, funding opportunities, current industry news and events, political developments, and other relevant developments integral to cluster development, the LAEDC's mission and related policy initiatives; helping develop policy, communications and other strategic messaging products on key issues that can be used to educate LAEDC leadership and membership, elected officials and other relevant stakeholders, e.g., policy and legislative briefs;
- assisting on strategic communications efforts that support and raise awareness on policy initiatives and programs, e.g., content management, member communications, press releases, opinion editorials.

### **Desired Qualifications:**

- Strong research and writing abilities
- Proficiency in Microsoft Office—Outlook, PowerPoint, Word & Excel
- Experience with Splash, MailChimp and Zoom experience a plus
- Familiarity with federal, state and local public policy issues
- Self-starter with ability to accomplish tasks independently requiring minimal supervision
- Eagerness about public policy and the field of economic development

### **Required Documents:**

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

### **Work Environment**

The work environment is currently "work from home" status, due to a health order mandate from the County of Los Angeles, using home internet. When COVID-19 pandemic of 2020 is finished and it is deemed safe to return to the office, the position will be placed at the LAEDC office in DTLA.

**This is an unpaid internship that is only available to currently enrolled students.**

**Please send a cover letter and resume to Celina Pacana, Assistant Program Manager of Strategic Initiatives & Industry Cluster Development at [celina.pacana@laedc.org](mailto:celina.pacana@laedc.org)**