



Intern, Economic Development Position Description

Company Overview

San Diego Regional Economic Development Corporation's (EDC's) mission is to maximize the region's economic prosperity and global competitiveness. As an independently funded non-profit fueled by more than 160 companies and organizations, EDC works to attract, retain and expand companies and the talent pool across San Diego's three traded economies: military, tourism and innovation.

General Function

Support the EDC team in executing programmatic activities, researching economic statistics for clients and implementing a broader economic development strategy. Additionally, this position will support the marketing efforts to project the region's strengths and opportunities. This position reports to the Coordinator, Communications.

Specific Responsibilities and Duties

Program Management – Support the implementation of plans, strategies and activities to maximize San Diego's economic prosperity.

- Provide administrative support for programs by assisting the Economic Development Coordinator.
- Assist with the planning and logistics of programmatic events, such as Link2 and MFG Day.
- Conduct research on specific needs for clients, staff and partners.

Research – Support the Research Director in analyzing and examining the local economy through economic data.

- Analyze economic data to support economic impact and industry studies.
- Write content for the Quarterly Economic Snapshot.
- Support on additional projects and tasks to be assigned as needed.

Marketing / Communications – Support EDC with the development of communication pieces to inform companies, investors, board members and partners.

- Create content including press releases and media advisories for programming and relevant regional news.
- Manage the collection of success stories and news relevant to projects and compose regular newsletters, blog posts and reports.
- Assist in managing EDC's social media account by creating original material for distribution.

Office Administration – Support the staff at EDC & WTC San Diego with office management tasks.

- Assist the Coordinator staff with responding to client inquiries.
- Maintain the upkeep of collateral materials used to promote San Diego.

Key Qualifications

- Pursuing a university degree in international relations, business administration, economics, quantitative research or a related field.
- Self-directed and motivated team player with ability to manage multiple tasks under pressure.
- Excellent verbal and written communication skills, including presentation skills and public speaking.
- Proficiency in Spanish is not required, but will provide an added value.

This is an unpaid, part-time intern position. A minimum of 20 hours per week is required in-office.