



2024 SUMMER INTERNSHIP PROGRAM



Throughout Alabama, Economic Development professionals strive to increase the standard of living for the citizens of our State. This is achieved largely through the creation and preservation of jobs. The Economic Development Association of Alabama 2024 Summer Internship Program is seeking six (6) motivated, detail-oriented individuals to work with one of the six (6) following economic development organizations in Alabama:

- Department of Commerce - **Montgomery, AL**
- Economic Development Partnership of Alabama - **Birmingham, AL**
- Alabama Power Company - **Birmingham, AL**
- PowerSouth Energy Cooperative - **Montgomery, AL**
- Spire Energy - **Mobile, AL**
- Southeast Gas - **Montgomery, AL**

Qualified individuals should possess a strong desire to learn about the economic development profession and an eagerness to offer thoughtful suggestions and critical analysis. The paid internship will span approximately 10 weeks. The interns will be exposed to a variety of aspects of economic development, including work at state, regional, local, and private ED organizations. Limited travel within the state will be involved.

SCOPE OF WORK INCLUDES BUT IS NOT LIMITED TO:

- Assist in the recruitment and location of new industries to Alabama
- Participate in meetings with domestic and international prospects
- Provide technical assistance in developing proposals for industrial clients
- Analyze and disseminate local, state, and federal incentive information
- Assist local economic development entities in their recruitment endeavors
- Work collaboratively with other summer interns who are part of the program
- The internship will culminate in presentation to the Steering Committee

QUALIFICATIONS:

The ideal candidate is proactive and committed to working in a multi-disciplined field. She or he should possess the ability to balance various assignments and meet deadlines. Additional qualifications include:

- Excellent computer skills utilizing the MS Office Suite, especially in formatting, graphs, diagrams, and tables (GIS skills a plus)
- Positive attitude
- Independence tempered by the ability to follow directions and abide by a work plan
- Ability to interact professionally with staff and associates (or Interpersonal communication skills)
- Strong research and writing skills, with organizational skills evidencing attention to detail
- Must be classified as a college junior or above as of February 6, 2024.

SALARY: Internship is compensated and you will work 40 hours per week for 10 weeks.

TO APPLY: The application deadline is **January 15, 2024**. Please send your resume, cover letter, and two letters of recommendation to sheri@edaa.org.

Economic Development Association of Alabama

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