

Austin Economic Development Corporation

Summer 2023 Internship Opportunities

AEDC internships, exchange and/or study programs are clearly articulated learning objectives that align with the student's academic coursework and professional goals, providing routine feedback from an experienced supervisor, to offer a learning and applied knowledge experience that is an extension of the classroom. The Corporation is currently seeking applicants for the following Internship opportunities:

Communication Strategy and Community Engagement Intern

The ideal candidate would have some experience researching and organizing business management, communications and/or administrative management programs. AEDC will consider candidates between their Junior year of an undergraduate program to graduate-level students in programs related to public policy, business or communications with strong verbal and written communication skills. The Intern will support the Chief Operating Officer with the development of a communications strategy, some standard operating procedures focused on communication processes, and the creation of promotional materials for the organization and potential grant/philanthropic opportunities. The position will also support community engagement work of the AEDC, including several events planned in May and June. The professional intern will be available for up to twenty hours per week for no more than a total of 300 hours between May 1, 2023, to August 2, 2023. Interested applicants should provide a resume via email to David Colligan, AEDC Chief Operating Officer, at david@austinedc.org before end of day, Friday, May 5, 2023.

Financial Research Intern

The ideal candidate is a graduate level student with an undergraduate majoring in accounting or finance and/or professional experience in financial services such as banking, accounting, auditing, etc. The Intern will support the Chief Operating Officer with some possible organization of accounting and bookkeeping infrastructure, as the degree of complexity is elevating with new projects, and the development of a policies focused on organizational investments and procurements. The professional intern will be available for up to twenty hours per week for no more than a total of 300 hours between May 1, 2023, to August 2, 2023. Interested applicants should provide a resume via email to David Colligan, AEDC Chief Operating Officer, at david@austinedc.org before end of day, Friday, May 5, 2023.

General Information regarding AEDC Internship, Exchange, and Study Programs: *An individual actively enrolled in a post-secondary educational institution may be considered for an Internship, Exchange and/or Study program that is mutually beneficial for the organization and the student. Compensation, if any, will be determined during the selection process and, while the position is offered as At-Will employment, the position must be evaluated on a six-month basis unless authorized differently by the President and CEO for special needs or circumstances. In all cases, AEDC will prioritize schoolwork above that of the organizations and supervisors will occasionally request to review the student's current grades, while providing mentorship and making best efforts to support the student getting the appropriate level of credit from the post-secondary institution in which they are enrolled.*