



Los Angeles County
Economic Development
Corporation

POSITION DESCRIPTION AND SPECIFICATIONS

FOR THE INTERNSHIP WITH

BUSINESS ASSISTANCE AND DEVELOPMENT PROGRAM (BAP)

The Los Angeles County Economic Development Corporation (LAEDC) is offering an internship for a student to gain training and further education with the Business Assistance and Development Program.

The LAEDC is a non-profit corporation with a mission to attract, retain and grow business and jobs in the regions of Los Angeles County, as well as to identify trends and affect positive change for the local economy. The LAEDC is relied upon by media, government and private industry for economic research and consulting. Published reports include the semi-annual Economic Forecast, which was ranked #1 by The Wall Street Journal and was awarded by the American Economic Development Council. The LAEDC proactively participates in strategic leadership initiatives to ensure L.A. County remains a business-friendly environment in today's economically competitive climate.

The LAEDC Business Assistance Program's staff is dedicated to providing business assistance services that includes assistant with: permitting, incentives, workforce development, and financing assistance, as well as project management and connections to public/private resources, cities and regional EDCs.

The internship will offer the opportunity to train in various phases of economic development. Responsibilities will include:

- Outreach to potential business clients regarding business assistance and layoff aversion services
- Planning, securing in-person one-on-one business consultations
- Database input and monitoring of all telephone calls

This is an un-paid position.

The Candidate shall provide written verification from the university as to student status and program verification. Master's students preferred.

For further information, please contact Linden Johnson at linden.johnson@laedc.org with "BAP Internship" in the subject line.