



## **SOLICITATION**

### **Marketing & Communications Intern**

The Anne Arundel Economic Development Corporation (AAEDC) fosters diverse economic growth by empowering businesses, expanding job opportunities, and revitalizing communities in Anne Arundel County. As the go-to partner for local businesses, AAEDC supports the Anne Arundel County business community with key resources and services including financing, site selection, permitting and zoning guidance, market research, community revitalization, and small business counseling.

AAEDC is currently seeking a motivated and detail-oriented Marketing and Communications Intern to support our marketing, events, and communications efforts. This paid, in-office, part-time position (5–10 hours/week) offers a valuable opportunity to gain hands-on experience in a fast-paced environment and contribute to meaningful projects that promote AAEDC's programs, initiatives, and events. The intern will report directly to the Vice President of Communications with anticipated duties including but not limited to:

- **Event Support:** Assist with event preparation, including organizing materials, assembling and creating name tags, supporting setup and breakdown, and staffing events as needed.
- **Administrative/Research Support:** Help create and update content (e.g., testimonials, documents, spreadsheets), conduct online research, and gather data on businesses, programs, and peer organizations.
- **Communications Support:** Contribute to monthly marketing reports, newsletters, and social media efforts, including gathering analytics, inserting links, and drafting content.

#### **Required Experience & Skills:**

- Highly proficient in Microsoft Office, and Canva.
- Excellent written and verbal communication skills.
- Ability to work in a fast-paced environment.
- Strong work ethic and high degree of discretion.

#### **Strongly Desired Experience & Skills:**

- Basic knowledge of Monday.com, Google Analytics, Constant Contact, or InDesign is a plus.
- Familiar with Facebook, Instagram, and LinkedIn analytics.

Please submit a letter of interest together with a resume and professional references to Christina Holliday, Chief of Staff, at Anne Arundel Economic Development Corporation via [cholliday@aaedc.org](mailto:cholliday@aaedc.org) or 2660 Riva Road, Suite 200, Annapolis, MD 21401. All documents should be received by July 3, 2025.