



Cabarrus Economic Development Internship (Concord, NC)

Overview: Cabarrus Economic Development Corporation (EDC) is seeking a dynamic and motivated intern to join our team. This internship offers a valuable opportunity to gain hands-on experience in economic development, event planning, and general office support within a vibrant and growing community. As an intern with the Cabarrus EDC, you will have the chance to contribute to meaningful projects, work alongside experienced professionals, and develop key skills for a successful career.

Responsibilities:

- Provide general support to EDC staff in various administrative tasks
- Assist in the planning and execution of events, including our Annual Economic Development Summit
- Assist with data entry, database management, and report generation
- Help maintain social media channels and website updates
- Collaborate with team members on special projects and initiatives

Qualifications:

- Currently enrolled in a college or university, pursuing a degree in Business, Economics, Public Administration, Marketing, or a related field
- Strong organizational skills with attention to detail
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Interest in economic development, local business growth, and community engagement

Details:

- **Duration:** Summer 2024 (Start and end dates flexible)
- **Hours:** Up to 20 hours per week
- **Compensation:** \$15/hour
- **Location:** Cabarrus EDC Office (57 Union Street South, Concord, NC)
- **Schedule:** Flexible, accommodating academic commitments

Benefits:

- Gain hands-on experience in economic development and event planning
- Work closely with experienced professionals in the field
- Networking opportunities with local businesses and community leaders
- Develop valuable skills in research, communication, and project management
- Flexible schedule to balance work and academic commitments

How to Apply: Interested candidates should submit a resume and cover letter outlining qualifications, relevant experience, and interest in the internship to Page Castrodale at pcastrsdale@cabarrusedc.com.