



## ***Alliance for Pioneer Square Public Realm Intern***

**Organization:** Alliance for Pioneer Square  
**Job Title:** Public Realm Intern  
**Timing:** early June – mid September 2017

**Job Summary:** The Alliance for Pioneer Square is a 501-(c) (3) economic development organization. The mission of the Alliance is the betterment of Pioneer Square through advocacy, programming, marketing, and community action. The Alliance is comprised of neighborhood stakeholders, property and business owners, residents, and interested others. The Alliance also administers the Pioneer Square Business Improvement Area.

The Public Realm team oversees enhancing the built environment through advocacy, programming and projects. The team tracks and reports damaged infrastructure as well as starting initiatives to enhance the public realm. More information on the public realm team. <http://allianceforpioneersquare.org/what-we-do/public-realm/>

### **Major Duties and Responsibilities:**

1. Auditing and reporting of damaged streetscape elements and cleanliness issues: historic elements, broken lights, trash, etc.
2. Business outreach for construction projects and general communications
3. Neighborhood event planning (Spring Clean, Parking Day, etc.)
4. Meeting attendance relating to historic preservation, construction coordination
5. Newsletter, website writing
6. Assistance with special projects: bike racks, parks planning, streetscape projects
7. Other duties as needed

### **Experience/Skills**

1. Experience and passion for: historic preservation, urban planning/design, business district revitalization, and/or related fields.
2. Excellent interpersonal skills, including the ability to build solid relationships and support among stakeholders, a comfort level with advocating for success.
3. Strong verbal and written communication skills.
4. Demonstrated skills in implementation of programs that support the mission of the organization.
5. Proficient computer skills, Windows Environment, Office Suite, Adobe Creative Suite.
6. Event management/support experience.

## **Qualifications**

1. Any equivalent combination of experience and education which provides the applicant with the skills, knowledge and abilities required to perform the work
2. Team player, flexibility and sense of humor a must.
3. Strong project management skills.
4. A self-starter that demonstrates initiative, thoroughness, and willingness to learn.

This is a paid internship. To apply please submit your resume and cover letter to: [jobs@pioneersquare.org](mailto:jobs@pioneersquare.org). No agents or phone calls please. Applications are due Friday April 21<sup>st</sup> at 5pm.