



Alliance for Pioneer Square Intern

Organization: Alliance for Pioneer Square
Job Title: Intern
Timing: Part-Time (10-20 hours/week)

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 Alliance intern supports general operations ranging from marketing, administration, public realm and business support. The work consists of a combination of office and outdoor field work.

Major Duties and Responsibilities:

1. Support office administration: database updates, filing, etc.
2. Assist with implementing annual events: Spring Clean, holiday promotions, annual meetings.
3. Support business development: track business vacancies and new businesses, assemble business packets, etc.
4. Work with the public realm team to monitor and report issues: damaged streetscape elements and cleanliness issues: historic elements, broken lights, trash, etc.
5. Deliver neighborhood maps, historic walking maps and other notifications.
6. Work on special projects as they arise.

Experience/Skills

1. Experience and passion for: business district revitalization, business development, historic preservation, marketing, urban planning/design, 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.

Qualifications

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

This is a paid internship. To apply please submit your resume and cover letter to:
jobs@pioneersquare.org. Applications are due Friday, October 27, 2017 at 5pm.

No agents or phone calls please.