



## **Alliance for Pioneer Square**

2023 Internship

### **Job Description**

**Position Title:** Public Realm Intern

**Employed By:** Alliance for Pioneer Square

**Reports To:** Public Realm Manager

**Timeline:** April - September

**Number of Hours:** Part-time, 20 hr/ per week

The Alliance for Pioneer Square is seeking an enthusiastic student or entry level professional for a unique opportunity to assist on public realm projects in the Pioneer Square Historic District. The position requires close collaboration with both Alliance team members and partnering organizations. This role will be tasked with supporting several public realm projects as well as assisting on reporting issues and events to government entities as a means of ensuring a welcoming neighborhood. We also encourage those to apply that want to make a tangible difference within the community.

Hybrid (at-home and in-office) flexibility is available, however most of this work will require in-person meetings, field work, and office hours.

### **DUTIES AND RESPONSIBILITIES**

- Assist on projects for initiatives in the built environment and pedestrian realm, including public and private construction coordination, community-led projects in the public realm, and parking supply and rights-of-way access management.
- Work collaboratively with communication staff and the entire Alliance team to ensure close coordination of projects and events. Conduct neighborhood outreach as needed.
- Support efforts to monitor and report damaged streetscape elements and cleanliness issues.
- Effectively advocate for Pioneer Square and its constituents.

### **QUALIFICATIONS AND SKILLS**

- Experience and passion for: landscape architecture, urban planning, business district revitalization, and/or related fields.
- Excellent interpersonal skills, including the ability to build solid relationships and support among stakeholders, a comfort level with advocating for success.
- Strong communication skills.
- Proficient computer skills (Microsoft Office, Adobe Creative Suite).
- GIS skills a plus, but not required.
- Event management/support experience.
- A self-starter that demonstrates initiative, thoroughness, and willingness to learn.
- Tenacious and positive, with a "can do" attitude.

- Outgoing, friendly personality.
- Team player.
- Loves being outside and interacting with the greater public.

**COMPENSATION**

- Pay: \$24/hr
- 50\$/mo Data plan stipend

The Alliance for Pioneer Square is a 501c (3) non-profit organization devoted to the betterment of Pioneer Square through advocacy, programming, marketing, and community action. The Alliance is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Alliance never discriminates on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital or family status, or based on an individuals' status in any group or class protected by applicable federal, state, or local law.

To apply please submit your resume and cover letter to: [jobs@pioneersquare.org](mailto:jobs@pioneersquare.org). No phone calls, please. Open until filled, priority for those applying before April 1st.