



Alliance for Pioneer Square
Design and Planning Intern

Organization:	Alliance for Pioneer Square
Job Title:	Intern
Timing:	Part-Time (average of 15-20 hours/week)
Duration:	Up to six months
Compensation:	\$24/hr., \$50/mo. data plan stipend

Job Summary:

The Alliance for Pioneer Square is seeking an enthusiastic student or entry level professional for a unique opportunity to assist on design and planning projects and programs in the Pioneer Square Historic District. The position requires close collaboration with Alliance team members, partnering organizations and neighborhood stakeholders.

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 in the community.

This position is fully in-office and will require in-person meetings and fieldwork.

Major Duties and Responsibilities:

- Assist on initiatives for the built environment and pedestrian realm including, but not limited to, public and private construction coordination, community-led projects in the public realm, and moving forward and maintaining Alliance programs.
- Work collaboratively with the Alliance team and external partners to ensure effective coordination of neighborhood projects and support in event planning and execution.
- Conduct neighborhood outreach and engagement as needed.
- Monitor and report damaged streetscape elements and cleanliness issues in the public and private realm.
- Effectively advocate for Pioneer Square and its constituents.

Qualifications & Skills

- Experience and passion for urban planning, urban design, business district revitalization, landscape architecture, community outreach and engagement, 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 a plus).
- 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 public.

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. No phone calls, please. Application deadline is January 22nd, 2024. Phone screenings begin January 25th – 31st. In-person interviews (up to 30 minutes) will begin February 6th – 13th. Expected internship start date is week of February 19th.