

Job Title: Administrative and Project Management Intern	Paid or Unpaid: Paid
Unit: DDP Corp	Reports to: Chief Administrative Officer and Director of DEI
Period of Internship: 3 months	Hours per Week: 20 to 30

PURPOSE/DELIVERABLE:

Provide administrative support related to the management of day-to-day assignments in the DDP Corp. Work hands on to support various projects within several administrative unit areas (Human Resources, Diversity, Equity and Inclusion, Marketing and Communications, Governance, Policy Management, Business Process Review and Documentation, Risk Management).

LEARNING OUTCOME/S (*list 2 or 3*):

- Exposure to variety of aspects of nonprofit administration.
- Learn best practices for employment law, retention, recruiting, and employee support.
- Gain knowledge on developing and implementing diversity, equity, and inclusion program activities and organizational development practices.

SPECIFIC DUTIES AND RESPONSIBILITIES (*list 6-8 duties*):

- Develop standard operating procedures and document business processes.
- Conduct research for compensation plan design, benefit offerings, and learning/development programs.
- Complete special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information.
- Assist with recruitment efforts, including job postings, resume reviews, reference checks, and employee engagement activities.
- Assist in preparing reports by collecting, analyzing, and summarizing data and trends.
- Take meeting notes and convert into meeting minutes for various committees and team meetings.

QUALIFICATIONS and COMPETENCIES:

- Current college sophomore, junior or senior pursuing an undergraduate or graduate degree in business, urban planning, or related field.
- Have a minimum of 2.5 GPA.
- Proficient in computer skills including Microsoft Word, Excel, PowerPoint, SharePoint, Adobe.
- Experience using survey programs (e.g., Survey Money, Qualtrix).

- Must be able to apply creative problem-solving techniques and independently manage assigned responsibilities.
- Ability to maintain confidentiality and prioritize work in a time sensitive manner required.
- Excellent organizational skills and meticulous attention to detail.
- Must demonstrate ability to successfully project manage and prioritize multiple tasks, track details, follow-up, and prioritize work to meet deadlines.
- Strong oral and written communications skills.
- Ability to multitask/shift focus from one project to another.
- Ability to work collaboratively with a diverse set of people including staff, partners, and clients.
- Ability to exhibit a positive attitude with strong problem-solving skills.
- Willingness to demonstrate commitment to DDP's mission, vision, and core values.

Interested and qualified candidates can apply by sending a resume and cover letter to DDPcareers@downtowndetroit.org

Downtown Detroit Partnership offers a comprehensive list of benefits for eligible employees: medical, dental, vision, basic life, long-term disability, flexible spending account, pet insurance, and other voluntary benefits. We offer generous paid time off and holiday benefits.

At Downtown Detroit Partnership, we are intentional about diversity, equity, and inclusion. Downtown Detroit Partnership, an equal opportunity employer, does not discriminate in employment opportunities or practices based on race, color, religion, sex, sexual orientation, genetic information, national origin, age, disability, height, weight, military status, veteran status or any other characteristic protected by law.