

<b>Job Title: Governance and Project Management Intern</b>	<b>Paid or Unpaid: Paid</b>
<b>Unit: BIZ</b>	<b>Reports to: Chief Community Impact Officer and Director of BIZ</b>
<b>Period of Internship: 3 months</b>	<b>Hours per Week: 20 to 30</b>

**PURPOSE/DELIVERABLE:**

Engage with managers and leaders in a rotational program that focus on various business unit activities. Provide administrative support related to the management of day-to-day assignments in the BIZ, Parks/Public Spaces and Corporate divisions. Work hands on to support various projects that advance Downtown Detroit Partnership initiatives.

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

- Exposure to variety of aspects of nonprofit and public space management
- Learn board governance procedures (meeting notice, prep, board information, minutes, budget process, etc.)
- Observe and support project management for in-office and field work.

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

- Support board meeting preparation following existing template; recommend template revisions.
- Take meeting notes and convert into meeting minutes for board, safety committee, and team meetings.
- Provide field support for clean, safe, and landscape activities (quality control, needs assessment, take progress photos).
- Shadow each member of BIZ team, ideally providing support while learning. Review related Scope of Service resolution, agree on recommended revisions, draft summary and proposed updates.
- Curate sidewalk level business contact and information list.
- Work with BIZ team to identify project of interest that aligns with DDP/BIZ needs to champion and present prior to end of internship.

**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.
- 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](mailto: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.