

DDA Summer Intern Description

The Traverse City Downtown Development Authority (DDA) is seeking qualified candidates for its annual paid summer intern position. The summer intern will be expected to work on a variety of DDA and Downtown Traverse City Association (DTCA – the merchants association) projects.

RESPONSIBILITIES:

- **DATABASE MANAGEMENT:** Share in database management system responsibilities, including data collection, management, and build out of organizational systems
- **COMMUNICATIONS:** Assist in internal and external communications with various audience segments and stakeholders.
- **EVENTS:** Assist with event planning and execution. Attend all events.
- **VOLUNTEER PROGRAM:** Support the volunteer management system and communications, including on-site management assistance.
- **RESEARCH:** At the direction of staff, take part in research for DDA & DTCA strategic objectives.
- **PUBLIC INQUIRIES:** Assist public with queries and needs as it pertains to the DDA & DTCA.
- **MARKETING:** Support marketing communications, including email marketing, media list management, creative approvals, and production.
- **GENERAL OFFICE ADMINISTRATION:** Answer phones, process gift certificates, and other general duties.

SKILLS & OPPORTUNITIES:

Those applying should be proficient in Microsoft Office. You should be comfortable with some physical labor, including lifting up to 50 lbs. We are looking for an individual who is flexible, comfortable sharing ideas, organized, energetic, and eager to learn.

- This position is an excellent opportunity to gain hands-on experience in a Downtown Development Authority and work with a merchant's association in one of the most active and vibrant downtown areas in Michigan. Take advantage of learning and development opportunities as you work with a team with years of experience in a variety of sectors, including government and economics, events and marketing. This position will include occasional weekends and evenings.

This paid summer intern will be working in the months of June, July and August. Ideally, the summer internship is a full-time position. However, flexible hours are negotiable.

If interested, please send a letter of interest and resume to:

Liz Petrella
Chief of Staff
Downtown Development Authority
303 East State Street
Traverse City, MI 49684

Or Email Liz at:
liz@downtowntc.com