

## **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. (Includes occasional weekends and evenings.)
- **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. Familiarity with Adobe Creative Suite/a design background is a plus. You should be comfortable with some physical labor, including lifting up to 50 lbs. We are looking for an individual who is flexible, comfortable to share ideas, organized, energetic, and eager to learn.

This position is an excellent opportunity to gain hands-on experience in a Downtown Development Authority and working with a merchant's association in one of the most active and vibrant downtowns 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 paid summer intern will be working the months of May, June, July and August. Ideally, the summer internship is 40 hours a week. 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](mailto:liz@downtowntc.com)