



**Program Coordinator Intern
Part-Time Position
Unpaid Internship
100 Hours**

ORGANIZATION BACKGROUNDS

North Park Main Street Business Improvement District

As a volunteer-based, 501(c)(6) non-profit organization, North Park Main Street (NPMS) advocates for North Park's business community, administers the North Park Business Improvement District (BID), and champions development that preserves the community's historic integrity, supports its Arts, Culture & Entertainment District, and promotes an urban, pedestrian-friendly shopping / dining environment..

INTERN ACTIVITIES AND RESPONSIBILITIES

Under the general direction of the Executive Director & Assistant Executive Director, the intern will assist in the planning, promotion, and execution of community development projects. The current list of projects include:

1. Bike Lockers in North Park
 - a. To improve accessibility, NPMS is working with SANDAG to figure out if we can secure bike lockers that provide free & safe bike parking in the heart of North Park.
2. Bike Passport Program
 - a. In partnership with BikeSD, NPMS is working on ways to raise awareness of the bicycle infrastructure in and throughout North Park.
3. Built Environment Audits
 - a. Conducting quarterly audits of the current conditions of the public right of way in the NPMS SED. Includes quantitative and qualitative data sourcing.
4. Creative Commercial Vacancy
 - a. Connecting with property owners of vacant commercial storefronts in North Park to organize events that activate unutilized space to highlight their value to developers & entrepreneurs.

DESIRED SKILLS

- Desire and ability to work with a diverse group of people
- Ability to work independently and in a team environment
- Communication skills (digital, physical, and verbal)
- Ability to work a flexible schedule (some night and weekends may be required)

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as an Intern the candidate must meet all eligibility requirements to serve as a participant in the intern program including but not limited to:

- Possess a high school degree plus a minimum of two years college experience
- Be at least 17 years of age (note there is no upper age limit)
- Have proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS

HOW TO APPLY:

Please submit your "Resume" and "Cover Letter" expressing your interest and why you would like to be considered for the position to **manager@northparkmainstreet.com**

We are committed to diversity and inclusion in the selection process.