



**Community Planning Intern  
Part-Time Position  
Unpaid Internship  
Hybrid**

**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..

***Mission***

To promote development that supports arts, culture, and entertainment, while preserving the historical integrity of North Park. To create a pedestrian-friendly destination for shopping, dining, and entertainment that supports our local businesses.

**INTERN ACTIVITIES AND RESPONSIBILITIES**

Under the general direction of the North Park Main Street's Executive Director & Associate Director, the intern will help with operations projects as it relates to the business district.

1. **Audit of North Park BID Business Tax Certificate:** Review and verify the current list of businesses licensed in the North Park BID. Report businesses that are delinquent or no longer operating.
2. **Generate North Park BID Report:** Utilizing the business tax certificate list, generate a report that highlights the current composition of the North Park BID. Utilize historic data to analyze trends in business district composition
3. **Additional Project Assistance:** Provide additional support as needed for projects centered around walkability, mobility, and land use in North Park's BID and SED.

**INTERN SKILLS AND KNOWLEDGE:**

- Strong written and verbal communication skills, with the ability to craft engaging and persuasive content for various audiences.
- Proficiency in data analysis and reporting, with experience using tools such as Microsoft Excel or Google Sheets.
- Familiarity with design software such as Adobe Creative Suite or Canva to create visually appealing graphics and presentations.
- Ability to multitask and prioritize assignments in a fast-paced environment, while maintaining attention to detail and meeting deadlines.
- Creativity and innovation in developing promotional strategies to effectively reach target demographics and achieve organizational goals.
- Collaborative mindset, with the ability to work cross-functionally and communicate effectively with stakeholders at all levels.
- Interest in marketing, communications, or related fields, with a passion for promoting sustainable agriculture and community development initiatives.

**WORK SCHEDULE: ~100 Hour Internship**

Flexible schedule that supports working in person and remotely (hybrid). Will be required to work out of the North Park Main Street office twice a month.

**AGREEMENT FOR SCOPE OF WORK**

By signing below, I am confirming that I understand the requirements and commitments of this role. If any changes are needed, they will be communicated in writing to North Park Main Street.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_