

GENERAL STATEMENT OF DUTIES

The Alpena Downtown Development Authority (DDA) is hiring a summer intern in the area of urban design, downtown beautification, greenspace development, and downtown maintenance. The DDA summer intern will be responsible for researching downtown design elements and projects, creating proposals for physical improvements to the downtown district, and reporting to the DDA Design Committee & DDA Board of Directors. The DDA summer intern will also be responsible for light routine maintenance of the downtown district, including watering flowers, pulling weeds, and other tasks as assigned.

SUPERVISION RECEIVED

Work is performed under the supervision of the DDA Executive Director and works closely with the DDA Design Committee, who report to the DDA Board of Directors for final action.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The DDA summer intern may be called upon to do any or all of the following:

- Research and present potential projects for the downtown district relating to its design and physical elements, including but not limited to: bike racks, flower planters, signage, public spaces, sustainability, parking areas, street furniture, public art, landscaping, and merchandising
- Identify and coordinate projects within the Alpena DDA's Strategic Plan
- Identify and recommend potential grant or alternate funding sources
- Perform routine maintenance throughout the downtown district, such as pulling weeds, picking up trash, watering flowers, or making recommendations for larger improvements

QUALIFICATIONS

Education and Experience:

- Either working on or have received a bachelor's degree from an accredited college or university with major coursework in urban design, urban planning, or other related fields.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of best practices of downtown development, urban design, human factors
- Ability to research potential projects and provide recommendations to the DDA
- Ability to manage multiple projects at once and see their implementation
- Ability to self-start, work independently, and maintain an entrepreneurial spirit
- Ability to communicate clearly and effectively
- Ability to establish and maintain working relationships with downtown constituents, City of Alpena staff and elected officials, community members, and DDA members

POSITION DETAILS

This position is 40 hrs/week at \$9.50/ hr, Monday through Friday. This position will run from late May through late August for a total of 13-15 weeks. Time is expected to be reasonably split between project research and downtown maintenance.

SKILLS GAINED

At the completion of the internship, the intern will have gained:

- Experience working with city and local government
- Experience working with DDA's and in the field of downtown revitalization
- Knowledge of downtown development and its best practices and guiding principles
- Urban design projects that can be included in one's portfolio

TO APPLY

Please submit the following materials to anneg@alpena.mi.us by April 30, 2018:

- Short cover letter, including
 - Why you are interested in this position
 - Two potential ideas for projects in our downtown district
 - Any specific areas of interest within urban design or downtown development
- Resume
- Three references

INFORMATION ABOUT THE DDA

The mission of the Downtown Development Authority (DDA), as established by Public Act 197 of 1975 is:

- To correct and prevent deterioration in the established DDA district;
- To encourage historic preservation;
- To acquire and dispose of interests in real and personal property;
- To create and implement development plans in the district;
- And to promote economic growth of the district.

The primary goal of the Alpena DDA is to implement positive economic, physical, and aesthetic changes in downtown Alpena.