



Program Intern Job Description Summer 2017

The Flatiron/23rd Street Partnership Business Improvement District (BID), formed in 2006, is a nonprofit organization whose mission is to enhance the area's reputation as one of New York's most vital and exciting neighborhoods. This is accomplished by maintaining a clean and safe environment for the district's businesses, residents, and visitors; by spearheading area improvement projects; and by marketing the diverse business and retail options in this vibrant and historic neighborhood.

The BID is seeking a Program Intern to work up to 30 hours per week from early May through the end of August, to perform a variety of functions related to the BID's diverse programs. The Program Intern must work afternoon through evening hours on Tuesdays, Wednesdays, and Thursdays, and other hours as scheduled.

The Program Intern will assist BID staff with:

- Economic development data collection and reporting including research for the BID's annual market data report
- Logistical and staffing support for the Flatiron Summer Series
- Streetscape initiatives
- Marketing and communications efforts including website content generation and event staffing
- Performing general administrative support

The ideal candidate will have an interest in urban planning and economic development and possesses a "can-do" attitude - willing to learn about a variety of programs. The BID is a small office of five full-time staff members, and the Program Intern must be able to work well with others, multi-task, and work independently at times.

The hourly rate is \$11 to \$15 per hour, commensurate with education level and prior work experience. Current undergraduate students, prospective graduate students, current graduate students, as well as recent college graduates are encouraged to apply.

For more information on the BID, visit www.FlatironDistrict.nyc.

Interested candidates should send a cover letter and resume to the attention of Kurt Cavanaugh, Deputy Director, at info@flatironbid.org with "2017 Summer Program Internship" in the subject line. Closing date for applications is Friday, March 3.