

Planning Intern

Reports to: CEO

Overview

The Planning Intern will perform a variety of tasks and be a critical part of DMI's planning and project management team. This includes immersive experiences in community and downtown planning related to the Main Street Improvement Project, Beautification Projects, and planning for downtown infrastructure improvements. The intern will work alongside our CEO, committees, and working groups to create and implement planning and project management to move downtown Mansfield forward.

Location: Home base for work will be in their office located on the second floor of DMI offices at 128 North Main Street, though they will often be in the community and at meetings and on the street working with projects.

Job Status: Temporary

Stipend: \$4,200 paid at \$12/hour; all work is to be completed in the designated time frame.

Requirements

- All applicants must be currently enrolled in college.

Educational Opportunities

- Learn about community and downtown planning work hands on
- Engage with community members and leaders
- Learn how projects go from concept to implementation
- Gain experience with Office, Online database management, Social platforms, etc.

Scheduling

Scheduled hours are based on intern availability and needs of DMI. Typically, this will be traditional office hours, however they may be some weekend/evening work, but we are flexible.

Physical Demands

Walking, standing, sitting, etc. Some days the intern may spend a lot of time at a computer and the next day they may be on the street taking photos or in meetings. There could be some lifting and carrying as that can occur as well.

Experience & Qualifications

- A love and interest for community building
- Respect for diverse opinions and perspectives
- Excellent communication and interpersonal skills
- Dependable and punctual
- Detail oriented, ability to follow directions, and ask questions!
- Computer skills and experience

Process

Please submit the following information via email attachment to info@downtownmansfield.com

- Cover letter with an expression of interest
- Resume
- 3 references with contact information