



*Richland County Foundation/Rupp Fund Downtown Planning & Main Street Improvement
Intern Job Description*

Duties and Responsibilities: The Downtown Mansfield, Inc. (DMI) Downtown Planning & Main Street Improvement Intern will work directly on active community development initiatives, including the Main Street Improvement Project, infrastructure enhancements, and beautification and placemaking strategies. This position is well suited for students majoring in Urban Planning, Public Administration, Architecture, Landscape Architecture, Civil Engineering, Geography, Community Development, Political Science, Construction Management, or related disciplines. The intern will gain exposure to the process in which downtown redevelopment moves from concept to implementation in a small-city environment.

Core responsibilities will include Main Street Improvement Project support. Assist with project documentation and timeline tracking. Support coordination between contractors, city departments, and committees. Attend planning meetings and prepare summary notes. Assist with communication materials explaining project phases. Conduct field documentation, photo inventories, and condition assessments. Support volunteer coordination for beautification efforts. Assist with grant documentation and reporting. Participate in streetscape and placemaking evaluations. Interact with business owners and property stakeholders. Assist in preparing materials for public meetings. Help organize and summarize community feedback.

Qualifications: Applicant should have strong organizational and communication skills. Interest in community development and civic engagement. Comfortable working in both an office environment and in the field. Applicant should be dependable, detail oriented and proactive. Applicant must be a current college student.

Organizational Information and Supervision: Downtown Mansfield, Inc. (DMI) is a 501(c)3 nonprofit organization whose mission is to stimulate economic development, improve the appearance and create a positive image of the downtown as a desirable place to work, live, visit, shop and invest.

The intern will work alongside DMI leadership and community partners, observe and participate in planning discussions, gain experience in project management and stakeholder coordination, learn how public-private partnerships function in downtown redevelopment, and develop professional documentation and reporting skills.

Application Process: Applicants may submit a one page resume to: info@downtownmansfield.com