



OLD TOWN
MERCHANTS & RESIDENTS
— ASSOCIATION —

Neighborhood Services Intern

The Old Town Merchants and Residents Association is offering an internship for summer 2019. This position will come with a **\$1,040 stipend paid out monthly** for the four-month period starting in early June 2019 and ending on September 2019. Interns will be asked to commit to a regular, mutually agreed upon schedule, for 20 hours a week for four months.

Introduction

The Old Town Merchants and Residents Association is a 501(c)(6) community organization that functions simultaneously as a chamber of commerce and residential association in the Old Town neighborhood. Notable events organized by the Association include the Wells Street Art Festival, Live Well Week, A Night Out in Old Town and regular social events. OTMRA is recognized as a delegate agency of the City of Chicago and Sole Service Provider of SSA #48. The OTMRA is also the manager of all projects run by the Old Town Neighborhood Foundation.

Responsibilities of the Neighborhood Services Intern

The Neighborhood Services Intern reports directly to the Executive Director and provides staff support for community enhancement projects and services on behalf of the OTMRA, SSA #48 Old Town, and the Old Town Neighborhood Foundation.

1. Special Service Area (SSA) and Community Enhancement
 - Assists the Executive Director in facilitating public SSA Commission meetings.
 - Implements community enhancement programs and services at the direction of the Executive Director.
 - Works with Executive Director to implement SSA public way improvements.
 - Coordinates contractors for neighborhood services (i.e. landscaping, litter removal, holiday décor, etc.).
 - Assists in the implementation of all other community enhancement projects as directed by the Executive Director.

2. Neighborhood Business Development Center (NBDC)

- Assists small businesses and Old Town residents with service requests and consultations.
 - Assists the Marketing and Membership Coordinator with business networking events and professional development workshops.
 - Manages a small business resource guide for all businesses.
 - Manages a vacant property database and prepares regular reports with that and other commercial market data.
3. Community and Government Relations
- Attend community meetings, report findings and share information, as directed by the Executive Director.
 - Attend City of Chicago meetings, seminars, and informational sessions, as directed by the Executive Director.
4. Administrative
- Produces monthly reports outlining progress for Executive Director and OTMRA Board of Directors.
 - Attend all OTMRA Board meetings and take minutes for Board meetings.
 - Attend all SSA Commission meetings and take minutes.
 - Staff any committees as directed by the Executive Director.
 - Basic clerical duties including phones, filing, mail delivery, office supplies, etc.
 - Any other duties as assigned by the Executive Director.

These duties may be altered from time to time, according to the needs of the organization

Qualifications/Required Skill Set

- Students studying public policy, urban planning, geography, or similar fields are encouraged to apply
- Outstanding written and personal communication skills, with great attention to detail
- Energetic team player who encompasses a friendly, helpful demeanor
- Must be organized and an excellent multi-tasker
- Excellent reporting, writing and editing skills
- Ability to work independently and multi-task
- Computer proficiency in Microsoft Office Suite, Adobe Suite
- Have a genuine interest in community improvement and development

To Apply:

Please submit the following materials to otmra@oldtownchicago.org by April 26, 2019 at 5pm.

- Current resume
- Cover letter
- One Writing Sample