The Old Town Merchants and Residents Association is offering an internship for fall 2018. This position will come with a stipend for the four-month period starting in early September 2018 and ending on December 31, 2018. Interns will be asked to commit to a regular, mutually agreed upon schedule, for about 20 hours a week for four months. Those applying for this internship must have reliable transportation to and from our office.

Community Engagement Internship
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. OTMRA is recognized as a delegate agency of the City of Chicago and Sole Service Provider of SSA #48. The perfect candidate will have interest in pursuing a career in non-profit, event planning, community/government relations, or urban planning.

The Old Town Merchants and Residents Association is looking for an energetic, organized, detail-oriented team-player. The ideal candidate will be able to take direction from multiple team members, but also be proactive and work independently; all while being able to prioritize, stay organized, and keep a strong attention to detail.

Responsibilities
Community Enhancement/Planning
● Assist Staff in developing and implementing public ways projects to enhance Old Town's streetscapes through the Special Service Area (SSA)
● Assist with securing permits for public way improvements
● Update storefront inventory and track vacancies to help connect prospective businesses and brokers

Events and Marketing
● Assist with event planning and meeting logistics, including our holiday event programs
● Respond to incoming inquiries about upcoming events or meetings
● Support OTMRA membership management and development through nonmember engagement strategy
● Assist in writing and proofreading marketing materials, social media posts, and emails

Community Outreach
● Marketing distribution around the Old Town neighborhood for events
● Connect business and residents to City resources as needed

Administration

- Answer phone calls/emails, and other administrative tasks as needed
- Assist in execution of OTMRA committee special projects and tasks
- Must be able to stand/walk for long periods of time and can lift 30 up to lbs.

Requirements

- Students studying public policy, urban planning, communications, marketing, 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
- Experience with event and meeting planning
- Excellent reporting, writing and editing skills
- Ability to work independently and multi-task
- Computer proficiency in Microsoft Office Suite, Adobe Suite
- Social media strategy experience is a plus

To Apply:
Please submit the following materials to otmra@oldtownchicago.org by **August 16, 2018 at 5pm**.

- Current resume
- Cover letter
- Three references