



Position: Event Coordinator Intern

Vision: Downtown Boise is a place to explore. Find a new adventure, spark creativity, make connections, and be a part of Boise's vibrant culture where all are welcome.

Description:

Downtown Boise Association (DBA) seeks an Event Coordinator Intern who has an interest in learning more about facilitating community events and placemaking within a non-profit structure. This position will work closely with the Community Engagement Manager to refine event logistics and develop community engagement through fun, free public events. You'll collaborate with a team of five staff members plus one VISTA volunteer, who are setting the course for the future of downtown.

We are looking for an interested candidate to assist with event planning and development, on-site coordination, volunteer management, media collection, and post-event surveying. Events range from small community engagement assignments to a large concert series. Most events are held during weekdays, but occasionally fall on weekends.

Candidates that have an interest in learning more about community engagement and event planning, who may not have prior experience, are encouraged to apply.

DBA is committed to being an inclusive workspace. Accommodations will be made to make this application, interview process or internship accessible if requested.

Qualifications:

- Currently enrolled student seeking degree in Public Relations, Communications, Marketing, Non-Profit Management, Placemaking, Recreation or Business Management, or a related program.
- Possess a positive attitude, drive, and desire to learn.
- Demonstrate excellent oral and written communication skills.
- Ability to stay organized and prioritize tasks while handling multiple assignments simultaneously.
- Prior education and/or experience with customer service, project management, event planning, placemaking, or community engagement is a plus.
- Excellent knowledge of Microsoft Office 365.

Responsibilities:

- Assist Community Engagement Manager with logistics before, during and after events.
- Help the Community Engagement Manager design and collect post-event surveying, reports and feedback related to events.
- Develop and lead smaller event or placemaking activations around downtown.
- Capture and internally share content for social media and other marketing mediums.
- Foster and cultivate a sense of inclusivity continually working to make DBA and our output as welcoming, inclusive, and equitable as possible.
- Represent DBA professionally as you work with downtown businesses and attend networking events within the community.
- Partner with other team members to support their initiatives related to community activities.

Work Environment & Schedule:

Must be able to successfully work both independently and collaboratively in an office setting and on-site for events. Schedule is within a Monday through Friday workweek but does require occasional hours on evenings and weekends based on event schedules. The position is expected to average 15 hours a week, with flexible timing for hours worked.

This position is an unpaid internship not to be considered employment. DBA is targeting students seeking for-credit opportunities and will execute any institution requirements to complete this if it is communicated with the Community Engagement Manager in a timely manner.

Downtown Boise Association is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.