



Program Internship

Overview

Intern Position Title: Program Intern

Position Summary: This internship is for students who are interested in civic engagement, placemaking and event planning. The intern will have the opportunity to assist or lead various programs and events for River City Company and will gain management and organizational skills.

Reports to: Marcus Ellsworth, Program Manager

Pay Grade: \$12 per hour

Internship Available During: Spring, Fall & Summer

Work Schedule/Hours: 15-20 hours per week, some night/weekend hours included

About River City Company

River City Company, a 501c3 nonprofit, is the economic development engine for Downtown Chattanooga. Through its work to cultivate and advocate for a vibrant and healthy downtown, River City Company stimulates the community's economic, social and cultural growth.

River City Company
850 Market St. Suite 200
Chattanooga, TN 37402
423.265.3700
www.rivercitycompany.com

Description

Duties & Responsibilities (included, but not limited to):

- Communicate with community partners for various programs and events
- Coordinate volunteers or participants
- Assist (or sometimes take lead) on logistics for events and programs
- Participate and manage on event days
- Research for River City Company projects
- Develop and present ideas to increase effectiveness and/or impact of program or event

Skills & Qualifications:

- Very detail-oriented
- Strong organizational skills
- Flexibility for a wide range of projects
- Willingness to take initiative on projects
- Video/photography skills are helpful but not required
- Assist in gathering materials for presentations
- Research for River City Company projects and programs

Application

Interested applicants should send a resume and cover letter to **Dawn Hjelseth** at dawn@rivercitycompany.com.