



PAID INTERN

To Apply

Applications are due **by Friday, January 18, 2018**. Please email a resume and cover letter to bri@unionsquarebid.com, and use the cover letter to explain your interest in this position and how you are uniquely qualified for the job. Please include your availability (weekly hours and approximate start date) for this position with your application. *Applications without a cover letter will not be considered.*

The Organization

The Union Square Business Improvement District (USBID) is a 501(c)(4) non-profit organization that works to improve the experience for visitors, workers and residents in the Union Square area by promoting a safer and more secure district, enhancing its environmental quality and beauty, and reinforcing the vitality of its economic base. The USBID's objectives are to improve safety and security in the district; increase its cleanliness; enhance the visitor experience and the beauty of the area; define and brand the neighborhood; activate our public spaces; promote the district and the businesses located within it; provide a welcoming environment for visitors; help people effectively navigate the district; increase the economic viability of the area; and create an ideal place to live, work, and visit. The organization has been in existence since 1999 but was renewed and expanded by vote of the property owners located within the district and the City and County of San Francisco's Board of Supervisors in July 2009. The expanded organization began official operations in January 2010.

Position Description

This part to full time (24 – 40 hours per week) temporary (6 month) non-exempt position reports to and takes direction from the Deputy Director and may also be assigned tasks from other staff members. The Intern will support various projects of the Union Square BID including marketing, public realm projects, services, event planning, public affairs, community organizing, and advocacy. The Intern is also tasked with reception duties and regular office administration such as database maintenance (Salesforce), filing, office organization, customer service, and maintaining meeting notes. While work hours are typically 9:00 a.m. to 5:30 p.m., Monday through Friday, some evening or overtime work may be required. This is an "at-will" position.

The Union Square Business Improvement District is an Equal Opportunity Employer.

Primary Responsibilities

The primary responsibilities of the Intern are outlined below.

Customer Service and Communication: The Intern is the first point of contact for the public. They answer the phone and sort all mail and respond to general inquiries. Additionally, the Intern serves as an administrative resource to the community and staff and will take notes at staff meetings and keep a list of follow up items from each meeting.

Project & Marketing Support: The Intern is responsible for helping support the Directors and staff with various projects of the USBID. This may include helping with upkeep of the website merchant listings, event support, helping conduct outreach to stakeholders, research and developing reports, helping assist with meeting invitations and tracking attendance, minute and note taking, and other related duties. Additionally, the Intern may provide assistance with graphic design or photography for various marketing relating projects including member communications.

Executive Support: The Intern is responsible for helping support the Executive Director. This may include helping manage the calendar and schedules, setting meetings, taking phone calls and messages and assisting with reports and correspondence where appropriate.

Office Administration: The Intern is responsible for assisting the Deputy Director with office management, this includes the proper storing and retention of public, financial, and governance documents. This also includes helping with Salesforce database maintenance and entry and helping other staff and coordinating between other databases and tools to insure uniformity. In addition, they maintain the contract files for vendors and partners and the donor files. They ensure smooth operations by maintaining necessary office supplies and other related materials as well as maintaining the office equipment, i.e. copiers, printers, computers by working with organization's vendors.

Requirements/Qualifications

Candidates considering applying for this position should have the following qualifications:

- Available 24-40 hours per week, preferably starting March 1, 2019
- Recent graduate from 4 or 2 year college or graduating in 2019
- Academic specialization in marketing, business administration, political science, city planning, landscape architecture, graphic design or related field
- Excellent organizational skills and the ability to juggle multiple tasks and priorities

- Advanced skills in the Microsoft Office Suite required (Word, Excel, Outlook, and Power Point)
- Excellent interpersonal skills with the ability to communicate effectively with the public, board members, and staff
- Excellent written communication skills
- Experience in office administration, executive support, and/or business experience a plus
- Experience with graphic design software a plus
- Experience working with databases (Salesforce) a plus
- Experience working with the City of San Francisco and/or Non-Profit Organizations a plus

Compensation & Benefits

This position pays \$16-\$18/hour and legally mandated benefits including San Francisco sick pay and an employer-sponsored commuter check up to \$83/month.

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