



HILLSBORO DOWNTOWN PARTNERSHIP

High School Intern POSITION DESCRIPTION

TITLE: High School Intern

ABOUT OUR ORGANIZATION: Hillsboro Downtown Partnership is a non-profit organization whose mission is to cultivate a vibrant Downtown through partnerships with community members, civic leaders, small businesses, arts organizations, and cultural events. We are continually working to create a place where people can gather to celebrate the history, culture, successes, and future of Hillsboro.

POSITION SUMMARY: Join us at Hillsboro Downtown Partnership to gain valuable experience in non-profit administration, economic development, community development, and placemaking. In this position, you will assist with tasks, activities, programs, and projects within our mission of creating a vibrant Downtown Hillsboro. The purpose of this position is to allow students an on-the-job experience in a career field for which they have interest.

LOCATION: The position works out of our office at 238 SE 2nd Avenue, Hillsboro. Many programs operate throughout Downtown Hillsboro. (During the Governor's Stay Home, Stay Safe order, all meetings and work will be done remotely.)

REPORTS TO: Executive Director

AGE REQUIREMENT: Minimum 14 years old

IMPACT OF THE POSITION

- Be a part of expanding the services and benefits we offer to the businesses, workforce, residents, and visitors of Downtown Hillsboro.

BENEFITS OF INVOLVEMENT

- Opportunity to develop a professional network in your community.
- Opportunity to develop skills in organizational management and development.
- Opportunity to work with and receive guidance from seasoned professionals, who have years of experience in business management, organizational development, and leadership.
- Opportunity to receive high school credit, if applicable, when prearranged through your academic advisor.

RESPONSIBILITIES

- To complete an internship project that aligns with your educational goals and has been approved by the Executive Director. Examples of projects:
 - Create a tool that promotes Downtown, such as a video compilation, marketing campaign, or Google/Alexa/Siri command for "what's happening today".
 - Develop a service for businesses, such as an electronics recycling event, social media plans, or flowerpot management.
 - Coordinate a beautification project, such as a mural, interpretative signage, or pollinator garden.

- Learn about a component of organizational leadership, such as bookkeeping, policy development, or volunteer coordination.
- To assist other HDP staff with the delivery of programs.
- To report back on key information or follow-up needed to your supervisor.
- To attend all required trainings.
- To understand that as a volunteer, you are a representative of HDP and should act in a manner that promotes the organization in a positive way.
- To be timely and available to attend your scheduled shift. If you cannot attend your scheduled shift due to an emergency, please contact your supervisor as soon as possible.
- To only perform tasks that are within your physical capability.

SKILLS/QUALIFICATIONS

- Pursuit to build experience in a field related to the operation and mission of HDP.
- Willingness to learn or expand knowledge
- Willingness to talk to new people and have professional interactions.
- Confidence in saying, “I don’t know; let me have someone get back to you on that”.
- Willingness to work comfortably, courteously and effectively with staff and members of the public.
- Willingness to commit to a set schedule.
- Willingness to provide regular and reliable attendance.

TRAINING PROVIDED: A group or individual orientation about HDP and the specific responsibilities of this role will be required and provided before you begin your responsibilities.

WORKING CONDITIONS: Exposure to various weather walking between buildings. Some assignments may include going up stairs. It will be your responsibility to inform your supervisor after placement of any reasonable accommodations you may need to complete the responsibilities of the position as outlined in this description.

TIME COMMITMENT: Minimum of 65 hours over a three-month period (semester). Hours need not be consecutive. Flexible schedule.

TO APPLY: If you are interested in placement in a 2020 summer internship, please email the Elisa Joy Payne, Executive Director at ej@downtownhillsboro.org by **Friday, May 29, 2020**. Include a letter of interest that explains why you are interested in the position, what educational goals you are pursuing, what career pathways you are considering, and if you have a project in mind. A one-on-one interview will be conducted with each applicant. (Currently these are being held over video or via phone call.)

* Please note this is an unpaid internship and does not include a stipend or housing.