

CITY OF BRIGHTON
COMMUNITY DEVELOPMENT & PLANNING DEPARTMENT
DOWNTOWN PROGRAM PLANNING INTERN

Seeking qualified applicants for a Downtown Program Planning Intern within the Community Development & Planning Department. Duties & Responsibilities include: Assist Planning/CD staff with a variety of tasks related directly to the Michigan Main Street Program including: preparation of Michigan Main Street Application; communication with prospective Citizen Volunteer Advisory Committee members; public relations effort including press releases, downtown newsletter, web site updates and email updates to downtown business community; assist in the preparation, reviewing and publishing of informational brochures, information packets and flyers; assist with staff and board communications; help facilitate inter-departmental collaboration within the City government organization and synchronization of all activities and development efforts between existing interest groups involved in the advancement of the City of Brighton Main Street program; provide general support to administrative staff for other tasks and projects that fall within the scope of Community Development/Planning responsibilities, and other duties as may be assigned by the Community Development/Planning Director and/or the City Manager.

Necessary Qualifications include: Bachelor's degree in Planning, Political Science, Public Administration, Marketing or similar applicable program. Additional preferred qualification would be current enrollment in a Master's/Graduate degree program with a concentration in Planning, Political Science, Public Administration, Marketing or similar applicable program.

The position will be for 20 hours a week at \$9.00 per hour. Interested applicants should send a resume and letter of interest to piaseckij@brightoncity.org or by mail:

Main Street Program Intern
Jennifer Piasecki, Human Resources Director
City of Brighton
200 N. First St.
Brighton, MI 48116

Resumes will be accepted until the position is filled. Phone inquiries for applications only. EOE.