



Diamond Business Association, Inc. (sdbd)  
415 Euclid Ave. Suite K-13 San Diego, CA 92114  
619-255-3604 | [www.sdbd.org](http://www.sdbd.org)

## Internship Program

---

### **About the Diamond Business Association**

The Diamond Business Association, Inc. (DBA), dba Southeastern Diamond Business District (SDBD), is a 501(c)6 nonprofit business organization founded by local entrepreneurs interested in improving the physical conditions of the business district and their impact on the local businesses. The DBA manages one of San Diego's 18 Business Improvement Districts and works to strengthen our community by strengthening local businesses. Our mission is to create partnerships between business and property owners that promote economic revitalization in the neighborhoods served by Southeastern Diamond Business District.

### **What is a Business Improvement District?**

Business Improvement Districts (BIDs) are a type of assessment district in which business owners choose to be assessed a fee, which is collected on their behalf by the City, for use in promoting and improving the business area. The City of San Diego's BID program, the largest tenant-based program in the state of California, is administered by the City's Office of Small Business. San Diego's program dates back to 1970 with the creation of the Downtown Improvement Area, California's first metropolitan downtown district.

### **Where is the Diamond Business District?**

The DBA is comprised of portions of San Diego City Council Districts 4 and 9. The Diamond Business District includes the Mount Hope, Mount View, Chollas View, Lincoln Park, Emerald Hills, Valencia Park, and Encanto neighborhoods.

### **What businesses are in the Diamond Business District?**

We have approximately 400 business members ranging from corporate entities such as Cox Cable and Coca Cola to small local businesses such as Bonnie Jean's Soul Food and Ortwine Hardware.

### **What are the requirements to become an intern?**

You must be an outgoing, self-starter, detail-oriented individual with the ability to multi-task. Interns are expected to assist with various office duties and may be asked to attend community events or outreach to local businesses, so reliable transportation and willingness to travel within the district is a must. A minimum of one semester (3-4 months) commitment is required. Weekly scheduling is flexible.

### **Why become an intern for the Diamond Business Association?**

Interns have the chance to work on a variety of projects ranging from working with business owners on improving their social media skills to helping plan a major street festival. Interning for the DBA can help individuals learn about different business marketing campaigns and activities, gain an overview of the different aspects of running a business and build a track record. A letter of recommendation may be earned upon completion of the program. Though this internship is unpaid, we hope you'll find the experience, skills, and network gained invaluable.

### **How do I apply?**

Fill out the attached application and send it along with your resume to Program Manager, Karina Velazquez, at [karina@sdbd.org](mailto:karina@sdbd.org) or (619) 255-3604. After review, an appointment may be scheduled.

**If you would like more information, please contact Program Manager, Karina Velazquez,  
[karina@sdbd.org](mailto:karina@sdbd.org) or (619) 255-3604**

# Internship Program

**Applicant Information**

Name \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

High School/College (If Applicable) \_\_\_\_\_

Year in School/Year Graduated \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_

**Areas of Interest**

- Business Outreach    
  Design & Public Art    
  Economic Development    
  Event Planning  
 Social Justice    
  Social Media/Marketing    
  Volunteer Recruitment    
  Website Design

**Availability**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
-	-	-	-	-	-	-
All Day <input type="checkbox"/>	All Day <input type="checkbox"/>	All Day <input type="checkbox"/>	All Day <input type="checkbox"/>	All Day <input type="checkbox"/>	All Day <input type="checkbox"/>	All Day <input type="checkbox"/>

Desired hours per week?	
Do you have reliable transportation?	
Are you willing to drive to district events?	
How did you learn about this internship program?	
Are you eligible to receive school credit for this internship?	

**Reference:**

Name \_\_\_\_\_

Organization \_\_\_\_\_ (Title/Position) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Writing Sample:**

In about 500 words, please describe your educational or professional goals for the coming five years. Which of your skills do you believe will best help local businesses? What do you hope to gain out of interning for the DBA?

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false statement is grounds for dismissal from the internship program.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_