



**Economic Development
Opportunity
Part-Time Position
Business Improvement
District(s)
Internship Program**



Civic San Diego, on behalf of three Business Improvement Districts are seeking **3-4** part-time “Interns” to serve as a “*Small Business Community Initiative Consultant*”. The candidate will ideally begin service on December 1, 2019 and serve approximately 625 hours through the end of his/her term on November 31, 2020 (Approximately a 12 month term from date of hire)

ORGANIZATION BACKGROUNDS

Civic San Diego (CivicSD)

CivicSD is a local non-profit community development entity that is an entrepreneurial development partner for targeted urban neighborhoods. CivicSD’s mission is to be the entrepreneurial partner for improving economic and social well-being in a better built environment for targeted urban neighborhoods. The core CivicSD strategy is to build public private partnerships and to use leveraged financing to:

- Advance community goals through public improvements
- Provide affordable housing, mixed use and transit oriented development
- Foster livable communities and healthy neighborhoods
- Nurture small business and stimulate job creation

Business Improvement District(s) (“BID”)

A Business Improvement Districts (BID) area self-taxing districts established by property owners to enhance the economic vitality of a specific commercial area.

BID Services

- Purchasing supplemental services, which could include: Maintaining commercial corridors through litter and graffiti removal and landscaping to supplement city services;
- Increasing security through the presence of ambassadors who walk the commercial district; promoting the commercial district and the businesses operating therein;
- Providing homeless and youth services; and,
- Making capital improvements (e.g., street furniture, decorative lighting) to supplement city services

INTERN ACTIVITIES AND RESPONSIBILITIES

Under the general direction of the Business Improvement Association Management, “Small Business Community Initiative Consultant” (Intern) will promote and implement the “Access to Capital” Campaign to help assess readiness for small business capital within the former specific redevelopment project areas within the City of San Diego.

Access to Capital Campaign

- The Intern will work closely with Civic San Diego’s Economic & Community Manager to track overall results that can be derived from Assessment and Campaign.
- The Intern will support The Diamond Business Association in the delivery of Small Business Capital Assessment and Campaign. Areas of focus: The Intern will work closely with the Association leadership to assess and evaluate the accessibility of business capital within its target market
- Intern will coordinate program outreach and marketing regarding campaign
- Intern will work closely with other campaign stakeholders for other related coordination
- Intern will work closely with other NGOs, CDFIs, and participating Bank(s) to help build awareness of Small Business Capital programs and products that are available to the small business community.
- Intern will participate at regularly scheduled meetings to share on assessment results, inspect expectations and share results regarding access to capital, sources and uses, creation of new jobs, increased sales along the commercial corridor(s) of the respective participating Business Improvement Association/District.

The Business Improvement District/Association/Partnership (General Economic Development Activities)

- Volunteer Recruitment/Management for Economic Development Committee i.e., Storefront Improvement Needs Assessment
- Program Management- Prepares agendas and meeting notes, and necessary materials for committee meetings, field visitor questions and basic assistance with business members.
- Maintain and update the Office Resource Center as needed with relevant and timely information. Respond to any incoming requests for information (Such as visitor or new business information packages)
- Represent the respective BID in a professional manner at all times showing respect to community members, staff, City and partner agency officials, volunteers and others.

DESIRED SKILLS

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills
- Good written and oral communication skills
- Bilingual is highly preferred (Spanish)
- Ability to work a flexible schedule (some night and weekends may be required)

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as an Intern the candidate must meet all eligibility requirements to serve as a participant in the intern program including but not limited to:

- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Have proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS
- Be available to serve for at least a 10 month period of time or
- Be able to complete at least 625 hours of service within the 12 months of service

CRIMINAL HISTORY SEARCH REQUIREMENT

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of First Degree Murder may not participate in the intern program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the respective participating BID applications

HOW TO APPLY:

Please submit your “Resume” and “Cover Letter” expressing your interest and why you would like to be considered for the position to Gustavo Bidart at Civic San Diego at bidart@civicsd.com by **by 12:00pm (Noon) on 12/15/2019 or until the position is filled.**

We promote equal opportunity in selecting the Business Improvement District Association Access to Capital Intern.

We are committed to diversity and inclusion in the selection process.