

# **BOSTON REDEVELOPMENT AUTHORITY**

## **SUMMER INTERNSHIP JOB DESCRIPTION**

**TITLE:** RetailBoston Intern – UNPAID, SUMMER 2014

**DIVISION/DEPARTMENT:** Business Development

Started in 2007, RetailBoston is the retail and restaurant attraction and retention program for the City of Boston. The program assists retail and restaurant businesses with their real estate, financing, and navigation of city services.

### **KEY RESPONSIBILITIES:**

Under the direction of the RetailBoston Sector Manager, assist in daily operations of managing the RetailBoston initiative. Duties include:

- Maintain the inventory and database of available space for the retail industry within the City of Boston.
- Update and manage the inventory and database of retailers in the City of Boston through the customer relations management (CRM) system and Excel spreadsheet.
- Research retail industry and assist with outreach to companies and execution plan.
- Keep track of retail related news and policy changes, document the ones important to the program goals

The full time intern will assist in preparation for meetings, mailings, and taking & preparing meeting minutes, attend site visits, photograph storefronts and organize digital images into presentations. The individual will work cross-departmentally and closely with BRA staff to gather and organize information.

### **QUALIFICATIONS:**

Must be a current undergraduate or graduate student with educational background in Economics, Marketing, Communications, or Management. Work requires proficiency with Windows and Microsoft Office, spreadsheets, databases, and online search engines, good organizational skills, knowledge in the use of social media platforms, and the ability to interact well with the public and other staff is essential.

**DATES of INTERNSHIP: Summer 2014 – May/June to September**

### **REQUIRED HOURS:**

Schedules open to discussion based on student and employer needs up to 35 hours per week and no less than 20 hours per week.

**\*ALL INTERNS MUST BE CURRENTLY ENROLLED STUDENTS\***

**Internships are UNPAID**

**E-Mail resume and cover letter to:** [hr.bra@boston.gov](mailto:hr.bra@boston.gov)

Or mail to:

BRA Human Resources

43 Hawkins Street

Boston, MA 02114

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