



Job Title: Project Manager Internship

Job Types: Part-time, Internship

Schedule: Mon- Fri: 8am-5pm

Employment Type: Part-Time

Education: Bachelor's (Preferred)

Location: Flint Mi

Work Remotely: No

The company:

The Downtown Development Authority (DDA) collaborates with all stakeholders to provide a world class downtown that is active, thriving, and inclusive. Through investments in sound, sustainable infrastructure and civic amenities, the DDA corrects and prevents deterioration in the Downtown District to encourage historic preservation, to create and implement development plans and to promote economic growth.

The opportunity:

The DDA is looking for future leaders wanting experience in Community engagement and Strategic partnerships, managing project along the city. As an Intern Program Manager, you will oversee all logistics of the intern program.

You will:

- Perform administrative support functions for Executive Director
- Manage incoming telephone calls, record and relay messages, and direct calls to appropriate parties or take messages for staff and management team
- Perform internet and database research to support project objectives
- Prepare and organize draft memos, letters, and other supporting documents associated with new Revocable Licenses, using word processing, spreadsheets, databases, and presentation software
- Support the coordination of reviewing document project deliverables to prepare for executive leadership' review and signature
- Perform general office duties, maintaining records management database systems, and ensuring that standard operating procedures are met across the team, while identifying for improvement recommendations.
- Attend meetings to take minutes, build client-facing experience, and gain additional project background information across our team's development support task area
- Capture and follow-up on refinements to work products and/or commitments made during conferences and meetings
- Update files and retrieve corporate documents, records, and reports for team members



Requirements:

- Currently enrolled, and in good academic standing, in a full or part-time accredited degree/diploma program (preferred)
- Ability to demonstrate skill in listening, learning, assembling information necessary for stakeholders
- Ability to communicate effectively in writing, including note taking and correspondence with the client at all levels within the organization
- Ability to engage and facilitate effectively with stakeholders in various environments, both structured and unstructured, and clearly communicate information
- Experience working as a collaborative and productive group member across an organization and with customers
- Ability to organize and maintain email communications, project documents, deliverable submissions, and other records
- Ability to demonstrate knowledge of how to capture customer feedback and requirements to help the team achieve optimal outcomes
- Experience using the basic Microsoft Suite (Excel, Word, PowerPoint, Outlook) is required, and OneNote, Teams and SharePoint is a plus
- Job Types: Part-time, Internship