



Economic Development Intern

Position Type: Temporary, non-exempt, hourly (20 hours/week)

Hourly Rate: \$27-\$30 DOE

Duration: October 2023 – July 2024

Position open until filled. Priority will be given to applications submitted by October 20.

About The U District Partnership

The [U District Partnership](#) (UDP) is a nonprofit 501(c)(3) organization with a mission to serve all who work in, live in, and visit Seattle's University District by fostering and sustaining a vibrant, diverse, and healthy neighborhood. As an advocate and steward for the neighborhood, UDP provides services in the following program areas: Economic Development, Placemaking and Urban Vitality, Cleaning, Public Safety, Homeless Outreach, Marketing, and Events. UDP is an independent nonprofit that is partially funded by the U District Business Improvement Area.

About the Economic Development Internship

The U District Partnership is looking for a highly motivated undergraduate or graduate student to support the goals of the Urban Vitality and Economic Development programs as the Economic Development Intern. In this role, you will work closely with the UDP team to collect important information and data related to the neighborhood's economic and built environment. This position will allow you to utilize your skills to build relationships with key stakeholders including business owners, property developers and organizations and to analyze both quantitative and qualitative information about the "on-the-ground" reality of the U District economy. This internship is an excellent opportunity for a student interested in learning more about neighborhood and business development through a non-profit and government lens.

UDP staff work closely with the U District community daily; this position will be an in-person role with some remote work available. The job schedule can be flexible based on a student's quarter or semester schedule. The scope of your work will include, but may not be limited to the following program areas:

U District Data Tracking

The U District is changing rapidly and UDP is interested in better understanding the dynamics of this growth. As the Economic Development Intern, you will develop and manage a variety of economic, demographic, and other important data to aid in telling the story of the U District's growth. This position will utilize data to support the

development of a report highlighting upcoming investment and development in the U District, as well as attributes that promote a strong business district. The Economic Development Intern will:

- Work with UDP staff to develop strategies and collect data, including information on existing and vacant commercial space, business openings and closings, new development, and arts and culture-related organizations and spaces.
- Engage with neighborhood stakeholders, including property owners, businesses, and developers
- Input information into tracking spreadsheets or databases.
- Analyze and report trends
- Collaborate with the Economic Development, Urban Vitality, and Marketing programs to develop a U District Economic Report.

Engagement and Outreach

Outreach and engagement with the U District community is a vital function of the UDP's work. As the Economic Development Intern, you will:

- Support outreach to local businesses and organizations around specific policy and placemaking initiatives
- Support on site at the organization's major events in 2024: Boba Fest (May 4), and Street Fair (May 18-19). This support will include a few weekend days.
- Support the recruitment of local businesses to participate in annual U District events, including the Cherry Blossom Festival, Boba Fest, and Street Fair.
- Distribute other materials and resources to local businesses as needed

Core Competencies

- Excellent verbal and written communication skills
- Strong analytical and reporting skills, with the ability to look at large-scale data and make assessments
- Self directed with sound judgment and ability to problem-solve
- Attention to detail, with the strong ability to successfully multitask as necessary
- Proficient in word processing applications, spreadsheets, and presentation software
- Ability to work as a member of a team and develop effective working relationships with UDP staff members and a diverse range of community members
- Mission-minded with a strong interest in local Seattle community development

Desired Qualifications

- Currently enrolled in a Bachelor's or Master's program in community, environment and planning, urban planning, real estate, public administration, business administration, economics or closely related field
- Strong interest in community and economic development, small businesses, and urban planning and policy

- Some graphic design and GIS skills are desired, though not required

Additional Information

- This is a paid internship position.
- Flexible hours to accommodate academic schedules
- Opportunities for professional development and networking within the Seattle business community

How to Apply

Position: Economic Development Intern

Reporting Relationship: Urban Vitality Manager

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Interested applicants must submit a resume AND letter of interest with the subject line “Economic Development Intern - Your Name” to: katy@udistrictpartnership.org. Please send attachments as PDFs, each labeled with your name. Applications must be emailed - any application submitted through LinkedIn, Indeed, Handshake, or Idealist will not be considered. Position open until filled. Priority will be given to applications submitted by October 20.

The U District Partnership (UDP) is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. UDP encourages all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status.