

**Job Description:** The goal of the Downtown Partnership Intern is two-fold. First, to collect the necessary data to accurately and fully update the Downtown Diva database of Livingston County. Second to improve the communication, promotion, and visibility of businesses, events, and news occurring in Livingston County every week. This position entails:

- Developing a thorough understanding of the Downtown Diva database and Constant Contact email software
- Collecting building and business data from all nine downtowns of Livingston County
- Updating contact information of owners, renters, and tenants
- Gathering and taking pictures of buildings and owners to input into the database
- Managing various segments of information including volunteers, job tracking, community engagement, and business hours
- Developing a consistent, branded newsletter template on Constant Contact
- Obtaining information about business promotions and specials
- Locating upcoming events in the area
- Creating and publishing weekly newsletters
- Identifying important and relevant news to the residents of Livingston County
- Sharing and promoting the newsletter via email, social media, and the web
- Working directly with local organizations and institutions like SUNY Geneseo

We are looking for a student with a background in business or communication, preferably with past internship experience. The student needs to be able to work independently, efficiently, and stick to tight deadlines. Creativity and prior connections to the Livingston County community are a plus. This position will be a 12-week paid internship working in the Livingston County Economic Development Office between the dates of May 15th and August 25th, 2017.

**Pay:** \$10/hour

**Hours:** 20 per week between the hours of 8am-4pm.

**Duration:** 12 weeks

**Application Instructions:** Please visit [www.livingstoncountydevelopment.com](http://www.livingstoncountydevelopment.com) for more information. To be considered for this position, please fill out the Google Form here (<https://goo.gl/forms/C6qrs6dXdtf1qRbc2>) and submit a resume and cover letter in one e-mail to [mainst.manager@gmail.com](mailto:mainst.manager@gmail.com) by Monday, April 10th at 4pm.

**Questions should be directed to the current interns.**

Molly Downey, Mt. Morris Main Street Intern [mjd24@geneseo.edu](mailto:mjd24@geneseo.edu)

Caroline Wilson, Geneseo Main Street Intern [ccw3@geneseo.edu](mailto:ccw3@geneseo.edu)