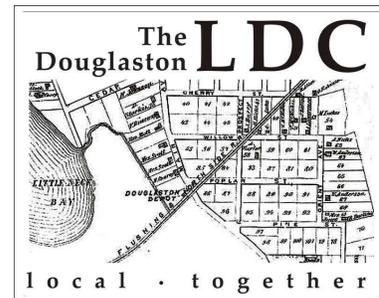


Douglaston Local Development Corporation **Executive Director Internship Position** **Fall 2015**



The Douglaston Local Development Corporation (“DLDC”) is a not-for-profit corporation established for the preservation and enhancement of the Douglaston Village commercial corridor. The DLDC was formed in 2010 by a group of local residents, community merchants, and other stakeholders. Its purpose is to address the needs of the community by creating partnerships, researching, developing, and implementing projects and programs that promote the well being and strength of businesses and the livability of the Douglaston Village neighborhood. The DLDC seeks to honor the historic nature of the community while ensuring its future growth and prosperity.

The DLDC is seeking a FALL intern to assist with the following responsibilities:

- General Administration
- Social Media, Marketing, Communication (including the development and production of graphics rich flyers and posters)
- Website Management
- Strategic/ Program Development including but not limited to:
 - The development of a annual calendar of events and programs;
 - Development of Fall and Winter program strategy, events, and implementation partners.
 - The further development of a bicycle master plan for the DLDC district and LIRR.
- Cultivation of Alternate Funding Opportunities
- Development/ Creation of a Neighborhood Snapshot (one-pager) Summary
- Liaising with, or Establishing Relationships with: Various NYC Agencies Including NYC-DOT, NYC-SBS, NYC-EDC; Various NYS Agencies Including the MTA-LIRR.

Qualifications:

The ideal candidate will:

- Have or be pursuing a master’s degree in planning or development
- Be available to work a minimum of 3 to 4 days per week in Douglaston, Queens
- Possess strong writing and communication skills, be proficient with Microsoft Office products, and have the capacity to engage in minimal graphic design for the creation of documents, information flyers, and proposals
- Be extremely organized and confident in their ability to develop a strategy from conception to execution
- Identify as a "self-starter"

This position is currently being offered as an unpaid internship. However, the ideal candidate will be pursuing a master’s degree and may qualify this internship for academic credit, or capstone project credit. This position may have the potential to grow into a part time position in the future should the appropriate funding be identified. A monthly Long Island Rail Road pass will be provided with this internship.

Email a resume and cover letter with “*DLDC Internship Application*” in the subject line to applications@douglc.org.