



Internship Opportunity

Virginia Main Street Program Assistant

This short-term internship position (between 4 to 12 months) is ideally suited for an undergraduate or graduate student seeking experience in public administration or the community development field.

Location: Department of Housing & Community Development
Main Street Centre
600 E. Main Street, Suite 300
Richmond, VA 23219

Salary: NON-PAID, flexible schedule (approximately 10 – 15 hours a week)

Deadline to Apply: Friday, September 24, 2010

(Late submissions will not be accepted)

Duties and Responsibilities:

Assists with a variety of downtown revitalization special projects to include compiling the monthly Virginia Main Street (VMS) e-news update; assist with training and technical assistance to communities and writing and researching VMS Monitor newsletter feature articles.

Qualifications:

Undergraduate or graduate student with a minimum of a 3.0 GPA on a 4.0 scale. Must have strong organizational skills with strong writing and editing skills. Must have the ability to work independently, as well as in a team setting. Applicants should have strong research abilities and working knowledge of word processing, spreadsheet, presentation and graphics software. An understanding of economic development or downtown revitalization is preferred.

To Apply:

Please submit a resume listing relevant education and/or experience, cover letter, and transcripts* (unofficial transcripts are acceptable) to:

Tracy Smithers (tracy.smithers@dhcd.virginia.gov)
Human Resource Manager
Main Street Centre
600 E. Main Street, Suite 300
Richmond, VA 23219

Questions?

Contact Tracy Smithers tracy.smithers@dhcd.virginia.gov or 804-371-7004.

*Official transcripts will be required if selected for the position.

*An Equal Opportunity Employer
Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.*