



## 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 2, 2011**

(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; write and research newsletter feature articles; and assist in the development podcast and on-line training programs.

### **Qualifications:**

Undergraduate or graduate student with a minimum of a 3.0 GPA on a 4.0 scale. Must have strong organizational, 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 MS Word, Excel, PowerPoint and Photoshop software. An understanding of economic development and/or downtown revitalization is desired.

### **To Apply:**

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

Tracy Smithers ([tracy.smithers@dhcd.virginia.gov](mailto:tracy.smithers@dhcd.virginia.gov))

Human Resource Manager  
Main Street Centre  
600 E. Main Street, Suite 300  
Richmond, VA 23219  
Fax: (804) 786-7310

### **Questions?**

Contact Tracy Smithers [tracy.smithers@dhcd.virginia.gov](mailto: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.*