



**Downtown Brooklyn Partnership
Communications and Events Intern**

Organizational Background

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it administers – MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – DBP manages over 1 million square feet of public space and undertakes diverse activities including attracting new investment and improving the environment for existing companies; facilitating infrastructure development that promotes an active and cohesive community; supporting and heralding the area’s cultural assets; and encouraging a unified sense of place and an engaged civic community.

Purpose

The Communications and Events Intern will support DBP’s marketing and communications team with community engagement, digital communications coordination, and event support. The candidate will foster connections with local stakeholders to promote DBP programming and events, further DBP’s digital engagement, and assist with planning and producing marketing events.

The ideal candidate is a motivated self-starter with a demonstrated interest and/or background in marketing, social media, communications, and community building.

Responsibilities Include:

- Creation of content for Facebook, Instagram, TikTok, and LinkedIn, and scheduling in Hootsuite and Planoly;
- Assist in implementing a social media strategy that promotes DBP’s work and Downtown Brooklyn as a great place to live, work, and play;
- Research popular bloggers, hashtags, and campaigns for social media strategy;
- Cultivate relationships with relevant contacts within the community to gather information about Downtown Brooklyn, and spread the word about DBP events and initiatives;
- Assist in the planning and logistics for special events including permitting, site plan creation, and management;
- Serve as on-site event liaison, and represent DBP at various events;
- Additional responsibilities as needed.

Qualifications:

- Outgoing and friendly with excellent verbal and written communication skills and excellent attention to detail;
- Strong work ethic and ability to meet multiple deadlines. Event planning experience a plus;
- Team player able to juggle several projects concurrently and thrive in a fast-paced environment;
- Willingness for a flexible workday and weekends as needed;
- Experience with social media tools including TikTok, Facebook, and Instagram a plus;
- Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, Adobe Photoshop, and Adobe Illustrator

This is a part-time, in-person internship. Salary is \$20/hr.

To Apply:

Please send a cover letter, resume, and 2 writing samples to jobs@downtownbrooklyn.com with "Communications and Events Intern" in the subject of the email.