



SUMMER INTERNSHIP

THE ORGANIZATION

The Yerba Buena Community Benefit District (YBCBD) is a nonprofit organization working to advance the quality of life for residents and visitors in the Yerba Buena neighborhood of San Francisco, an area that stretches from Second to Fifth and Market to Harrison Streets with world-class museums, shopping, dining, convention space, hotels, nightlife, and educational institutions. To achieve this goal, the YBCBD:

- Provides street cleaning and community guides to support a clean and welcoming neighborhood;
- Contracts with the San Francisco Police Department for a bike police officer in the neighborhood ten hours a day, and seven days a week;
- Produces regular neighborhood events for residents and visitors that activate and promote this dynamic neighborhood;
- Improves the streetscape and public realm through projects guided by the second edition of the Yerba Buena Street Life Plan; and
- Support nonprofits working to improve the neighborhood through the Community Benefit Fund.

The organization began official operations in January 2009 and was renewed by property owners in 2015 for 15 years.

POSITION DESCRIPTION

The YBCBD is seeking an 8 – 9 week summer intern to for a variety of projects. Examples of projects to be completed includes updating our lighting and security camera inventory; conducting research on pedestrian, bike, and transit safety; developing a map of public spaces and public art in the neighborhood; researching the cleanliness standards of cities and reviewing and possibly updating our cleanliness standards; researching Bigbelly SMART waste receptacles nationally to determine their effectiveness and researching similar information for their competitors; and/or conducting community outreach.

The intern will work under the supervision of the Executive Director or the Director of Neighborhood Services and Projects. Work hours are typically 9:00 a.m. to 5:00 p.m. Monday through Friday. A schedule will be negotiated with the selected intern.

REQUIREMENTS/QUALIFICATIONS

Candidates applying for this position should have the following qualifications:

- Skills to perform the tasks listed above including a background in community development, space planning, marketing, website management, event planning, and statistical analysis.
- Advanced skills in the Microsoft Office Suite required (Word, Excel, Outlook, and Power Point).
- Excellent interpersonal skills with the ability to communicate effectively with the public, board members, and staff.
- Excellent organizational skills and the ability to juggle/complete simultaneous tasks and priorities.

SALARY

The selected intern will be paid \$16.50/hour before taxes.

TO APPLY

To apply for this position, please email a cover letter and resume expressing your interest to Richard Ciccarone, rciccarone@ybcbd.org.