



## **Non Profit Internship at Downtown South Bend, Inc.**

Incorporated in January 2002, Downtown South Bend, Inc. (DTSB) is a not-for-profit 501C(3) organization dedicated to the continued growth and prosperity of Downtown South Bend in partnership with the City of South Bend. DTSB continually works to improve our community's quality of life through creative marketing and promotion, coordinated public/private initiatives, effective economic development, business recruitment and street-level solutions.

Our offices are located at 217 S. Michigan Street, in the heart of downtown South Bend. We are in the Robertson's Building across from the historic State Theater.

DTSB seeks a non-profit/ business development intern available to work 10-15 hours a week for spring, summer and fall semesters. Interested applicants must be able to fulfill their hours Monday – Friday between 8:00 a.m. and 5:00 p.m.

The non profit/ business development intern will work closely with the Executive Director or the Director of Business Recruitment. Duties include:

- Should have an interest in public- private partnerships, non-profit administration, business development or government affairs
- Will be given special projects to develop and move forward with relative autonomy
- Will attend and participate in networking, merchant and business meetings when available
- Assist at events when able (evenings and weekends; weekday hours would be adjusted to account for these hours)
- Other duties/projects as assigned

### **Requirements:**

Intern must be a high performing, self motivated junior or senior at time of internship. Good communication skills along with the ability to think creatively. Prior writing experience is a plus. Must have knowledge of Microsoft Office (Word and Excel). This is an unpaid internship.

For more information on DTSB, visit [www.downtownsouthbend.com](http://www.downtownsouthbend.com) or call 574.282.1110. To apply, please send resume and cover letter to Lauren Stout at [lstout@downtownsouthbend.com](mailto:lstout@downtownsouthbend.com)

**Downtown South Bend, Inc.**  
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