



35 San Juan Avenue | San Francisco CA 94112 | Telephone 415.585.0110 | Fax 415.585.0170 | www.eagsf.org

2012 Summer Internship- Excelsior Action Group

The Organization

The Executive Assistant (intern) works directly to support the Excelsior Action Group (EAG), a community-driven group comprised of residents, merchants and community organizations actively developing & implementing a vision for the future of the Excelsior's Mission Street commercial district and adjacent areas. Goals of the EAG include increasing storefront and sidewalk cleanliness, recruiting businesses to fill vacant retail space, promoting the shopping district to neighborhood people and city wide, and developing community pride. EAG plans several events like its annual street fair to promote the shopping district and bring together members of the diverse community among other events and special projects. The Intern would assist the corridor manager in coordinating and implementing a variety of hands-on projects in keeping with learning objectives of an internship in a dynamic non-profit organization. We are committed to providing a substantive experience and will provide on-site supervision, a great work space and a summer to remember.

Candidates

This position is ideal for a student or recent graduate seeking hands-on community and economic development experience in a highly dynamic, casual and fun office. The candidate will be expected to be part of a fast-paced team and is an ideal placement for anyone with an interest in city planning, business development, community organizing, event planning, volunteer recruitment and management.

Projects

- Assist with accounts payable, tracking, and data entry
- Assist with development of marketing materials including but not limited to website, flyers and brochures
- Manage office logistics, including equipment and supply ordering
- Assist in the planning of the Excelsior Festival, including responding to vendors, merchants and volunteers with information requests, mailing materials and assigning relevant inquiries to respective planning committees
- Assist in widespread outreach for EAG's Business & Community Needs Research campaign
- Assist in facilitating community design process for EAG Beautification project
- Other projects Intern may be interested in assisting with as part of EAG work plan which the Corridor Manager will review with the Intern.

Skills Desired

- Mature, self-motivated individual who can work independently but knows when to ask for assistance, guidance and is not afraid to speak their mind.
- Commitment to social justice and belief in the positive power of community organizing
- Able to prioritize tasks and maintain sense of humor and positive attitude in a fast paced environment.
- Bilingual, Spanish and/or Cantonese/Mandarin speaking preferred but not required.
- Microsoft Office Suite (Word and Excel), website and graphic design (InDesign, Illustrator, Dreamweaver) and creative skills a plus but not required but must be willing to learn.

Hours/Schedule/Compensation

Part-time (10-20 hours per week). Unpaid internship with training opportunities. Option to extend into year-long paid AmeriCorp internship for the right candidate.

Contact: Send resumes via fax or e-mail to Nicole Agbayani (415) 585-0170 or nagbayani@eagsf.org (Subject: "2012 Summer Internship Application") or call (415) 585-0110 for more information. All applications due by **Monday, April 23, 2012**. Minorities and women are strongly encouraged to apply. We are an equal opportunity employer.