

Downtown Boston Alliance (DBA) Summer Project Assistant (Internship)

Position Overview

The Summer Project Assistant will support a range of Downtown Boston Alliance (DBA) initiatives and report to the Director of Economic Development & External Affairs. This role offers hands-on experience in economic development, stakeholder engagement, and downtown activation efforts in a dynamic urban environment, with a focus on supporting business recruitment, district operations, and real-time project execution.

Principal Responsibilities:

- Support Economic Development initiatives, including research and project coordination
- Maintain and update Salesforce databases, as well as prospect and retail vacancy trackers in Excel
- Assist with organizing and distributing marketing materials
- Coordinate and schedule tours for prospective businesses, partners, and stakeholders.
- Maintain and regularly update the DBA website Events calendar, ensuring it is robust, accurate, and engaging
- Provide administrative and on-site support for programs, events, and special projects
- Support business recruitment and “concierge” efforts by assisting with prospect research, intake preparation, and follow-up coordination
- Conduct light district research and field observations to support vacancy tracking, business mix analysis, and reporting
- Support ad hoc projects and respond to time-sensitive needs in a fast-paced environment

Qualifications:

- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Friendly and welcoming with a strong customer service mentality
- Proficiency in Microsoft Office and comfort learning new systems (Salesforce experience a plus)
- Ability to manage multiple tasks and meet deadlines
- Demonstrated interest in equity, inclusivity, urbanism, and place-based work
- Interest in economic development, urban planning, or related fields
- Strong interest in cities, downtowns, and the built environment

Logistics & Compensation Details:

- This is an on-site role based in Downtown Boston, with responsibilities in both office and field settings throughout the district.
- Organizational work hours are generally Monday through Friday; however, this role will require flexibility, including occasional mornings, evenings, and weekends.

- The role will require bending, stooping, reaching, carrying, climbing, and lifting as necessary to perform assigned duties.
 - The role will be paid a stipend twice monthly of \$ 1,500
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The Downtown Boston Alliance is committed to fostering a vibrant, inclusive, and thriving downtown community through economic development, placemaking, and public realm initiatives.