



Downtown Flushing Transit Hub Business Improvement District

135-20 39th Avenue 6th Fl.
Flushing NY 11354

(718) 888-1805

www.flushingbid.com

Downtown Flushing Transit Hub DMA Inc. a/k/a the Flushing BID is offering a community service opportunity in market research and public relations as a volunteer [Market Research Associate].

Opportunity for 4 volunteer positions:

- 1 – involvement in on-line and field research,
- 2 - require good oral and written communication and interpersonal skills,
- 3 - sensitive to interactions involving community leaders and staff personal at multi-levels [elected officials, business community and residents].
- 4 - Must be detailed oriented and organizationally skilled.
- 5 - Bi-lingual ability to speak a major Asian language a plus.
- 6 - Ability to self-start, work independently as well as in team work a plus.
- 7 - Business math oriented a plus
- 8 – Experience in computer programs for illustration, Power Point and in MS- Word and Excel.

Exposure and responsibilities include facilitating Street Fair Events, community events for children and accompanying adults and/or adult events, writing formal business meeting minutes and press releases, and ability to use a digital camera for supporting documentation.

Location: 6th Floor Office in LaGuardia Sheraton Hotel. small business office environment

Time: Maximum - 15 hours weekly – Flexibility in scheduling for morning or afternoon sessions

Minimum - 5 hour session daily

Selected student volunteer require attendance at computer program coaching sessions at the local library branch: two [3 hour] orientation seminars [mornings].

Appreciation

A stipend for transportation for non-neighborhood resident is included.

A letter from the BID corporation reference to the number of hours volunteered and project experience.

Must have working papers and parental consent.

Opportunity for paid part-time internship in Fall 2016