



City of Hamtramck
3401 Evaline Street Hamtramck, Michigan 48212
Telephone 313-800-5233

Community and Economic Development

Summer Youth Program – Downtown Development Authority (DDA)

An Equal Opportunity Employer

Job Title: Summer Intern – DDA (*must be age 16-24*)

Location: City of Hamtramck, based in City Hall

Duration: Summer 2025 (expected July 7 - September 5)

Funded by: Detroit Wayne Integrated Health Network (DWIHN)

The City of Hamtramck is seeking motivated and community-minded youth to participate in the **2025 Summer Youth Employment Program**, a paid summer internship designed to provide hands-on experience in local government and community development. Interns will be placed within the Community and Economic Development Department (CED), and work on projects related to the **Downtown Development Authority (DDA)**.

Interns will gain experience in event planning and management, social media management, content creation, video editing, interviewing, local business support, community engagement, and public art. They will also learn about city government and small business economic development.

Workdays are Tuesday – Friday, generally 8:30am-3:30 (maximum of 29 hours per week). Work hours and days can flex to accommodate class schedules when school begins in the Fall. The expected start date is July 7, 2025 and the expected end date is September 5, 2025. Outside of the regular schedule, we ask interns to be available to work during the Hamtramck Night Bazaar on July 12, August 2, and September 6. Workdays the week following a Bazaar will be Wednesday-Friday to accommodate this schedule. Availability for occasional evening DDA meetings will also be required.

Job Description Summary

Under the general supervision of the DDA Coordinator, the interns will perform a variety of duties, with days spent split between indoor work and outdoor engagement with businesses in the city or special projects. Interns will need to bring lunch, and a 30-minute lunch break will be provided.

Applicants should have a passion for helping communities and should be good at working with others.

Essential Duties and Responsibilities

- Visit businesses in person to create content and establish relationships
- Create video content (write, film, edit, post)
- Research trending videos and audios
- Create graphics for social media posts

- Weekly downtown beautification by foot
- Create print content for business owners and visitors
- Attend DDA Board Meetings (evening meetings) and present monthly updates
- Help with Hamtramck Night Bazaar duties (planning, organization, setup, takedown)
- Research topics and prepare materials for the DDA Select Level Main Street Application
- Assist in data collection and mapping for downtown initiatives

What You Gain

- Real-world experience in **event planning, community outreach, and business development**
- Enhanced understanding of **civic operations and local economic development**
- Opportunities to **build relationships with City officials and local leaders**
- A chance to contribute to projects that make a **visible, positive impact on the community**
- Earn income during the summer while gaining **valuable skills for future employment**

Knowledge, Skills, and Abilities

- Age 16 – 24
- US Citizen
- Must be able to pass a drug test and background check
- Able to perform outdoor manual labor in varied weather conditions
- Able to lift and carry up to 30 pounds
- Able to bend, reach, and stretch
- Must be comfortable walking to destinations in Hamtramck
- Able to follow written or spoken instructions & work well with team members
- Willingness to engage with the public and work collaboratively
- Creative, motivated, and dependable
- *Knowledge of Hamtramck businesses*
- *Video-editing skills with Capcut a plus*
- *Mapping and GIS skills are a plus*
- *Experience with Excel, Data Entry, and Data Collection are a plus*

Compensation: \$22.00 per hour

Application Process

Download application at <https://hamtramck.us/> → Resources → Employment Opportunities. **Submit a completed application and resume to hr@hamtramckcity.gov and iallaway@hamtramckcity.gov.** You can also bring completed applications to the Community and Economic Development Department at 3401 Evaline, Hamtramck MI (located in the Mezzanine).

Application Deadline: May 23, 2025 (interviews conducted on rolling basis)

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with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommo