



**Navy Yard Business Improvement District**  
***Economic Development Internship (Paid)***

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**Job Title:** Economic Development Intern

**Location:** 841 2<sup>nd</sup> Street SE, Washington, DC

**Duration:** 6-8 weeks during June 2026 - July 2026

**Other:** This position is available at \$20 per hour for 30 hours per week, with opportunities for additional hours.

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**About the Navy Yard BID**

The Navy Yard BID delivers comprehensive place management services that help ensure the neighborhood is clean, safe, accessible, distinctive, welcoming, and vibrant. Through active collaboration and strategic partnerships, the BID works to cultivate a thriving waterfront community along the banks of the Anacostia River.

**Job Description:**

We are seeking a motivated and detail-oriented individual to join our BID team for a summer internship. In this role, you will conduct research on early-stage economic development concepts, attend meetings and work sessions related to ongoing initiatives, prepare draft memoranda and presentations related to economic development and other strategic initiatives, and assist with and staff community events organized by the BID. The internship is paid and will consist primarily of in-person office work and limited event staffing at one of the BID's event venues. This position will require **approximately 30 hours per week**.

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**Responsibilities:**

**1. Economic Development Research & Analysis**

- Conduct desk and field research on early-stage economic development concepts, tools, and best practices relevant to the BID's mission.
- Review comparable programs and initiatives from other BIDs, municipalities, or nonprofit organizations to identify transferable strategies.
- Prepare draft memoranda, briefing documents, and issue summaries related to economic development and strategic initiatives.

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- Assist in developing PowerPoint presentations and visual materials for board meetings, community briefings, and stakeholder presentations.

### **2. Meeting & Initiative Support**

- Attend internal staff meetings, partner meetings, and working sessions related to ongoing BID initiatives.
- Take meeting notes, track action items, and assist with follow-up communications as directed.
- Support project coordination by helping compile materials, agendas, and background documentation.
- Observe and gain exposure to interagency coordination, public-private partnerships, and community engagement processes.

### **3. Community Event & Program Support**

- Assist with planning, setup, staffing, and breakdown of BID-sponsored community events and activations.
- Serve as a professional representative of the BID when interacting with community members, businesses, partners, and visitors.

### **4. Professional Development & Learning**

- Gain hands-on exposure to urban economic development, place management, and nonprofit governance.
- Learn about BID funding structures, programming priorities, and performance metrics.
- Participate in mentorship and informal learning opportunities with BID leadership and staff.
- Receive feedback on work products to support professional growth and skill development

#### **Qualifications:**

- Currently enrolled in, or recently graduated from, a degree program in urban planning, business, economic development, or a related field.
- Strong attention to detail and analytical skills.
- Experience developing business plans or performing business sector analysis is a plus but not required.
- Excellent communication and interpersonal skills, with the ability to work effectively both independently and as part of a team.
- Enthusiasm for contributing to projects that promote sustainable development and community well-being.
- Ability to work independently as well as within a team setting.

#### **Benefits:**

- Gain hands-on experience in public asset management and data collection.

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- Work closely with experienced professionals in the field and receive mentorship and guidance.
- Opportunity to make meaningful contributions to projects that have a positive impact on communities.
- Flexible work schedule depending on project needs.
- Access to our database and the entirety of our data for a project, capstone, research, or any other academic purpose.
- Role is compensated at **\$20/hour** over **30 hours per week**.

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### **How to Apply:**

Interested candidates should submit a resume/CV including their qualifications and interest in the position using the following link: <https://wkf.ms/4cqepWL>

If you have any questions about the position, please reach out to **Ted Jutras** ([ted@navyyarddc.org](mailto:ted@navyyarddc.org)). Please include "Navy Yard BID Intern Opportunity" in the subject line.

### **Application Deadline:**

Please submit materials **5:00 pm on May 5, 2026**