



Position Title: Commercial Corridor Project Manager

Employment Type: Internship - Part Time - Limited Term Employment (approx. 10-15 hours per week)

Duration of Position: 2-3 months Spring/Summer 2018 (approximately April-June – dates negotiable)

Location: Office Location – [4121 S 6th St Milwaukee, WI 53221](#)

Organizational Description:

[The Gateway to Milwaukee](#) (GTM) is a multifaceted nonprofit organization focused on the Community and Economic Development of the Commercial Corridors in and around the Mitchell International Airport on Milwaukee's far south side. The GTM is the umbrella name used to describe a partnership between four individual nonprofits that have come together to work towards these common goals;

- ***Airport Gateway Business Association*** (AGBA), the Aerotropolis Milwaukee
- ***Airport Gateway Business Improvement District #40*** (AGBID 40)
- ***Crisol Corridor*** – S. 13th & W. Oklahoma Ave Business Improvement District #50 (OKBID 50) www.crisolcorridor.org/?page_id=13821 (site under construction)
- ***Aerotropolis Milwaukee*** - Milwaukee Gateway Aerotropolis Corporation www.aerotropolismkc.com

Internship / Job Description:

The following is a list of tasks and responsibilities associated with the position, and the percent of time that will typically be allocated to each focus area for the duration of the position:

60% - Commercial Corridor Project Management

- Planning & Project Management related to existing and future Business Improvement District projects in both the BID 40 and BID 50 geographies. These projects include, but are not limited to commercial corridor mural development, streetscape planning & installation (branded trash receptacles, benches, bike racks, street banners, and planters). Working knowledge & interest in Google Sketchup, ArcGIS or other image/mapping software for use in mapping these projects is highly preferred. Part of the requirement for this position will be to create a map of GTM commercial corridor improvement projects.



25% - Property Improvement Grant Program Management

- The GTM offers two property improvement grants to the businesses included in both the BID 40 and BID 50 geographies. These grants include the Beautification Matching Grant, and the Safety & Security Matching Grant. Both grants offer matching funds to businesses and commercial properties looking to improve their building and/or property with façade, signage, security system, lighting and landscape improvements.
- The CCPM would manage the grant process, starting with outreach to businesses in need, to assisting with application, and ultimately coordinating review of these completed projects.

15% - Staff Assistance

- Assist the Executive Director and other staff with various items related to business relations, event/meeting planning, and other associated tasks.

Additional Requirements:

Due to the geographic nature of the organization and the CCPM job description, a valid driver's license and access to reliable transportation is required. The Gateway to Milwaukee will reimburse mileage at the federal rate of 54.5 cents per mile.

Important background information:

[Business Improvement District – Frequently Asked Questions](#)

[Airport BID Map](#)

[Crisol Corridor BID Map](#)

[City of Milwaukee - Business Improvement District Page](#)

*****Interested applicants please email a resume and cover letter to the following (inquiries by phone will not be considered for the position):**

Leif Otteson

Executive Director

Gateway to Milwaukee

leif@gatewaytomilwaukee.com