Job Description:

# PLANNING & DEVELOPMENT INTERN

Planning & Development Interns will assist Charlotte Center City Partners with projects and initiatives that enhance livability and economic development in Center City.

# SUMMARY OF ESSENTIAL TASKS

* **Research** — data collection and analysis as needed for reporting in the areas of Transportation and Development
* **Planning & Development** — assist with committee meetings, workshops, and projects
* **Community Outreach** — tasks related to various projects and soliciting community input
* **Graphics** — development of graphics and maps related to ongoing projects
* **Support** —ongoing projects, plans and initiatives

**CURRENT/ONGOING PROJECTS**

* **2040 Vision Plan** — development of a new comprehensive vision for the growth and development of Charlotte’s urban core
* **Charlotte Rail Trail** — four-mile urban trail in South End & Uptown that connects community, commerce & culture
* **South End Vision Plan** — work towards realizing the goals of the recently adopted South End Vision Plan

# REQUIREMENTS & QUALIFICATIONS

All applicants should be available to work **remotely** 20 - 30 hours per week during regular business hours (potential per-project weekend work may arise, but this is rare). The ideal contractor works well independently and collaborates effectively with others. Successful applicants will be proficient in Microsoft Word, Excel, and Power Point. Experience with Adobe Creative Suite is strongly desired; knowledge of GIS software is valued but not required.

Any currently enrolled student who is interested in gaining experience in urban planning/design, real estate, public policy or transportation is welcome to apply. Course credit can be arranged in lieu of payment if desired, otherwise an hourly wage will be paid based on applicant experience.

Please submit a cover letter, resume and relevant work samples to:

**Renay Jefferson**

Office Manager

frontdesk@charlottecentercity.org