

## PLANNING AND DEVELOPMENT INTERNSHIP ANNOUNCEMENT

**PROGRAM OVERVIEW AND RESPONSIBILITIES** - The Cambridge Redevelopment Authority (CRA) is planning to hire two Planning and Development Interns for the Summer of 2024. The CRA internship program aims to empower aspiring urban planning and community development professionals by offering training, mentorship, and a supportive environment to foster equitable planning and redevelopment work.

Working collaboratively as part of the CRA's Planning and Development team, interns will support the implementation of a variety of real estate and community infrastructure projects along with research, analysis, project design, and community engagement initiatives related to the CRA's redevelopment programs. Interns will be staffed on a curated set of projects aligned with their professional interests to provide for a breadth of experience. Interns will report to the Director of Projects and Planning and work closely with the CRA's project management and project planning staff. Dedicated project leads will guide interns in approaching their tasks and help refine their technical skills, while the CRA's Leadership Team will offer valuable insights to support their broader career growth. We look forward to benefiting as an organization from the skills interns have gleaned through their lived and curricular experiences as we seek to reshape public redevelopment.

While there is no typical day, examples of the kinds of activities the interns will support include:

- Conducting neighborhood land use and data analysis to inform community investments,
- Evaluating potential project sites for affordable housing or community facilities,
- Providing support for nonprofit capital improvement grant programs,
- Assisting with evaluation of redevelopment projects, and
- Researching opportunities to enhance workforce development programming and transportation infrastructure.

The Planning and Development Intern's work is done indoors in a professional office setting in Kendall Square, as well as outdoors at various local project and meeting sites. This role may involve attendance at some evening meetings. The CRA anticipates interns will work for 30 hours per week over a 10 to 12 week period, commencing in early June and concluding in late August or early September. Exact start and end dates are flexible.

### QUALIFICATIONS

- Currently enrolled and pursuing an advanced degree or certificate in Urban Planning, Real Estate Development, Public Policy, or a related field is preferred. A Bachelor's Degree is required.
- Research and data analysis experience, and proficiency with software like the Microsoft Office suite and Google platforms.
- Strong written communication skills and the ability to craft compelling narratives drawing on relevant research and data.
- Experience or a desire to engage with a diversity of residents and community groups in planning processes and/or development projects.
- Additionally, either of the following attributes is beneficial but not required:
  - Creating graphics, diagrams, maps, and/or design sketches; knowledge and experience with GIS and/or Adobe Creative Suite programs (Illustrator, InDesign, Photoshop).
  - Conducting quantitative or financial analysis related to real estate and community development (e.g. real estate pro forma analysis).

Compelling candidates will possess or be seeking to further develop most of the following qualities:

- **Analytical:** You are an effective and creative problem-solver,
- **Organized and Adaptable:** You are self-directed and comfortable with overlapping responsibilities.
- **Passion:** You are compelled to do work that matters. You are interested in urban communities, public infrastructure, and how cities work.
- **Commitment to Equity:** You seek to understand the structures that inhibit equity across race, gender, income, ability, and other areas, and are intentional in working to advance equity.
- **Communication Skills:** You are a strong and open communicator.
- **Collaborative:** You have strong interpersonal and teamwork skills and can perform well collaboratively in a small team environment.
- **Learner:** You love to learn and reflect on personal and technical areas of strength and growth.
- **Initiative:** You demonstrate the ability to work under your own initiative within the office environment and in the community.

**ORGANIZATIONAL OVERVIEW** - The Cambridge Redevelopment Authority is committed to implementing creative development projects and initiatives that promote social equity and environmental sustainability. As a real estate entity that works in the public interest, we offer distinctive public investment tools and a human dimension to our projects and partnerships throughout the city. This mission requires the CRA to be both nimble and strategic in taking on new projects and initiatives. In recent years, the CRA has completed the Foundry Building adaptive reuse project, amended the Kendall Square Urban Redevelopment Plan (KSURP), initiated the Forward Fund nonprofit grant program, and purchased and renovated the nonprofit office building at 99 Bishop Allen Drive, among other efforts. Current project priorities include the development of affordable homeownership projects, the preservation of commercial spaces that advance economic opportunity, and the delivery of vital community infrastructure including transportation facilities.

The CRA knows that diversity, equity, and inclusion make us stronger as individuals, organizations, and a society. Our work requires understanding of the problems that cities face and the impact of our interventions on residents and communities. The CRA provides a flexible, supportive, and family- friendly work environment and supports all staff in implementing their work, including people with disabilities. We are also committed to a work culture that values the commitments employees have to their families, including members of all generations.

**COMPENSATION** – The CRA commits to compensating Planning and Development Interns with a salary of \$22.00 per hour, and can be flexible in terms of working within existing internship, fellowship, or work study frameworks provided by the interns' home institutions in structuring this compensation package, as applicable.

**APPLICATION** - Respond no later than 5:00 PM on Thursday, March 21, 2024 by uploading your application consisting of your cover letter and resume (maximum of one page for each document) through the CRA's careers portal located at <https://www.cambridgeredevelopment.org/open-employment-positions>. The CRA is an Equal Opportunity/Affirmative Action employer and values diversity of experience, opinion, and approach.