



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

- **2020 Vision Plan** —work toward realizing the goals & implementing the strategies in the 2020 Vision Plan
- **Charlotte Rail Trail** — four mile urban trail in South End & Uptown that connects community, commerce & culture
- **North Tryon Vision Plan** — developing a vision & strategy for the development of a key area of Uptown
- **Center City Retail Study** — focusing on the physical & merchandising needs for center city retail to thrive
- **South End Vision Plan** — developing a vision & strategy for the continued growth and development of the South End neighborhood

REQUIREMENTS & QUALIFICATIONS

All applicants should be available to work a minimum of 12 hours per week (20 hours per week is preferred) during regular business hours. The ideal intern 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 if desired and an hourly wage will be paid based on experience.

SUMMER 2016: May – August

Schedule typically follows summer break schedule.

Qualified interns may be invited to continue working past the summer

Please submit a cover letter and resume to:

Klint Mullis

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