



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
- **North Tryon Vision Plan** — developing a vision & strategy for the development of a key area of Uptown Charlotte
- **Center City Retail Study** — focusing on the physical & merchandising needs for center city retail to thrive
- **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 20 - 30 hours per week during regular business hours (potential per-project weekend work may arise, but this is rare). 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 in lieu of payment if desired, otherwise an hourly wage will be paid based on experience.

Summer 2019:

Schedule flexible based on candidate’s availability

8, 9, or 10-week internships available with exact dates to be determined by the prospective candidate and intern manager

Qualified interns may be invited to continue working beyond initial term

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

Klint Mullis

Asst. Vice President for Planning & Development
kmullis@charlottecentercity.org

ADDRESS

200 South Tryon Street, Suite 1600, Charlotte, NC 28202

PHONE

704.332.2227

FAX

704.342.1233

WEB

www.charlottecentercity.org ▪ www.historicsouthend.com

