



DOWNTOWN BROOKLYN PARTNERSHIP ECONOMIC DEVELOPMENT + PLANNING INTERN

ORGANIZATION BACKGROUND

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – the Partnership’s diverse activities include attracting new businesses and improving the environment for existing stakeholders; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural and civic assets; and encouraging a unified sense of place and an engaged community.

ROLES AND RESPONSIBILITIES

We are seeking an Economic Development + Planning Intern for Spring / Summer 2018 to bring their passion and technical chops to advance DBP’s work. This individual will be an integral member of the Real Estate and Economic Development team with a direct hand in promoting Downtown Brooklyn as a premier center of business in New York City. Our ideal candidate excels in research and analysis as well as stakeholder engagement, and is eager to roll up their sleeves to help make Downtown Brooklyn one of the most dynamic and diverse urban centers in the country.

This position is ideal for a graduate student who is interested in gaining hands-on experience in urban planning, real estate, community and economic development, and public policy, and has a willingness to work in the field. This is a paid internship for 20 – 35 hours per week from late Spring through the Summer semester, with the possibility to extend.

Responsibilities include, but are not limited to the following:

- Providing support to the Real Estate Associate in promoting development projects, existing businesses, and office space opportunities for new businesses;
- Researching existing, new, and planned development projects in Downtown Brooklyn;
- Conducting site visits and surveys to complete an inventory of Downtown Brooklyn businesses and retail mix;
- Researching and synthesizing demographic and business trends in Downtown Brooklyn;
- Attending public community meetings, reporting back on community issues and areas of interest to the real estate and economic development team;
- Supporting events as a representative of the organization;
- Other analysis, data entry, and research duties as needed.

SKILLS AND QUALIFICATIONS

- Pursuing a degree in community and economic development, urban planning, public policy or a related field;
- Resourceful and independent, with excellent interpersonal skills;
- Excellent oral and written communication skills and attention to detail;
- Proficiency in collecting quantitative / qualitative data and demographic analysis;
- Proficiency in Excel and other Microsoft Office applications;
- Strong organizational and project management skills;
- Creative and eager learner with the ability to work well on a team.

TO APPLY

Interested candidates should email a resume and cover letter describing your interest in and fit for the role below to jobs@downtownbrooklyn.com with the subject line “Economic Development + Planning Internship.”

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn’s strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.