



DOWNTOWN BROOKLYN PARTNERSHIP ECONOMIC DEVELOPMENT + PLANNING INTERN – FALL 2020

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 Fall 2020 to bring their passion and technical chops to advance DBP’s work. This individual will be an integral member of the Real Estate team with a focus on supporting the district’s businesses with reopening and recovery, including communications on business services as well as storefront retail data collection and analysis. Our ideal candidate excels in research and analysis as well as written communications, 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. This is a virtual, paid internship for 15 - 20 hours per week from mid-September through late December, with the possibility to extend.

Responsibilities include, but are not limited to, the following:

- Gathering news and resources related to business reopening and recovery, and drafting text for weekly communications to retail, food + beverage, and commercial office businesses
- Collecting and analyzing data on retail storefront businesses to understand the impacts of COVID-19 on the district’s retail market and support local businesses during recovery
- Conducting online research and outreach to brokers to identify listings for vacant ground floor and commercial office spaces;
- Drafting blog posts on topics related to real estate development activity, commercial attraction, and the district’s innovation ecosystem
- Attending virtual public meetings and webinars on business assistance and other relevant topics, and reporting back on areas of interest to the Real Estate team;

- Providing support to the Real Estate + Planning Manager in collecting and analyzing commercial and residential data and market trends;
- Providing support to the Real Estate + Planning Manager in promoting development projects, existing businesses, and commercial space opportunities for new businesses;
- Other analysis, data entry, outreach, best practices review, and research duties as needed.

SKILLS AND QUALIFICATIONS

- Pursuing a graduate degree in urban planning, community and economic development, public policy, or a related field;
- Resourceful and independent, with excellent interpersonal skills;
- Excellent oral and written communication skills and attention to detail;
- Strong organizational, project, and time management skills;
- Creative and eager learner with the ability to work well on a team;
- Experience with collecting quantitative / qualitative data and demographic analysis;
- Proficiency in Excel, PowerPoint, and other Microsoft Office applications;
- Experience using one or more geospatial platforms (ArcGIS, CARTO, QGIS, etc.) for mapping and spatial analysis (preferred but not required).

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.