



DOWNTOWN BROOKLYN PARTNERSHIP ECONOMIC DEVELOPMENT + PLANNING INTERN – SUMMER 2023

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 Summer 2023 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 direct hand in promoting Downtown Brooklyn as a premier center of business in New York City. Our ideal candidate excels in research and quantitative analysis as well as written and verbal 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. The intern has the option to start as a part-time intern in April and transition to full-time for 40 hours per week from May through September 2023, with the possibility to extend. The position carries an hourly wage of \$18.00/hour.

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

- Assist with building out development and building matrix data into a 3D ArcGIS virtual environment and/or StoryMap; Researching existing, new, and planned development projects in Downtown Brooklyn;
- Providing support to the Real Estate + Planning Manager in collecting and analyzing commercial and residential market data to advance DBP's research and publications;
- Assist with a residential and worker survey to gather data on the neighborhood;
- Researching and synthesizing demographic and business trends in Downtown Brooklyn;
- Conducting research and site visits to identify vacancies and new business/lease activity for ground floor retail and commercial office spaces;
- Other analysis, data entry, outreach, and research duties as needed.

SKILLS AND QUALIFICATIONS

- Pursuing a graduate degree in urban planning, community and economic development, public policy, geography or a related field;
- Expertise in ESRI products including ArcMap, ArcGIS Online and/or ArcGIS Pro;
- Proficiency in quantitative analysis, including demographic and economic datasets;
- Proficiency in Excel and other Microsoft Office applications;
- Excellent oral and written communication skills and attention to detail;
- Self-starter with strong organizational, project, and time management skills;
- Creative and eager learner with the ability to work well on a team;
- Experience using SketchUp is preferred but not required;
- Familiarity with Adobe Suite products, such as Photoshop, Illustrator, and InDesign, is 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.