

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: REAL ESTATE

POSITION: COMMUNITY DEVELOPMENT INTERN/FELLOW

POSITION SUMMARY

This position is for a Community Development Intern in the Real Estate Department at the Urban Redevelopment Authority of Pittsburgh (URA). The Community Development Intern will assist the Real Estate Department in community engagement efforts related to URA land; support implementation of the Community Engagement Working Group's recommendations; and will ultimately work to develop a 2019 Community Engagement Plan for the URA. The Community Development Intern will also support implementation of two new pilot programs focused on sustainability: Farm-A-Lot Program and p4. The Community Development Intern reports directly to the Real Estate Officer/Community Coordinator and Government Affairs Officer.

A successful candidate must be able to effectively communicate with professionals across sectors and be a motivated, organized individual.

ESSENTIAL FUNCTIONS

- Support the Real Estate Department in a range of activities including: writing, editing, researching, collecting and analyzing data, and coordinating meetings
- Support implementation of the Community Engagement Working Group's recommendations by researching policies and best practices, drafting policies, scheduling and coordinating meetings, and assisting the Working Group in developing a work plan for community engagement in 2019
- Support implementation of the p4 initiative in URA operations by performing administrative tasks such as, but not limited to, scheduling review committee meetings, gathering all submissions and supporting documents and making them accessible to the committee, taking notes and attendance at meetings, maintaining data gathered from each submission
- Manage correspondence around the Farm-A-Lot Program and support pilot project implementation
- Support Real Estate staff activity related to the acquisition and disposition of property

QUALIFICATIONS

- This position requires the pursuit of or a completed Bachelor's or Master's Degree in Public Administration, Urban Studies/Planning, a related field, and/or experience working in local government, community development and/or community planning
- Basic understanding of urban agriculture as a tool for community and economic development
- Ability to balance listening and talking, speaking and writing clearly and accurately, and keeping others informed
- Ability to develop and effectively maintain working relationships with URA staff, city officials, community leaders, developers, and outside individuals and agencies
- Ability to work individually and collaboratively with multiple parties of different interests
- Administrative or organizational leadership experience is preferred

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

Please email resume and letter of interest to:

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