



DEPARTMENT: REAL ESTATE

POSITION: DATA INTERN

POSITION SUMMARY

This position is for a Data Intern in the Real Estate Department at the Urban Redevelopment Authority of Pittsburgh (URA). The Data Intern will assist the Real Estate Department in data collection, cleaning, and presentation efforts related to its property portfolio and the maintenance thereof. The Data Intern will conduct property research to validate ownership, assess the appropriateness of properties in the acquisition pipeline, and monitor the regular maintenance of properties currently part of the URA's LandCare program. The Data Intern will additionally work with Real Estate staff to collect programmatic and quantitative data to produce informative flyers for Real Estate programs, such as the LandCare, Sideyard, and Farm-a-Lot programs, as well as the URA's Disposition Process. The Data Intern reports directly to the Data and Project Management Specialist and Transaction Manager.

A successful candidate must be able to effectively communicate the results of research and data analysis with professionals and the general public across sectors, and be a motivated, organized individual.

ESSENTIAL FUNCTIONS

- A range of support activities such as writing, editing, research, data collection and analysis, and coordinating meetings
- Ownership research, including utilization of resources such as in-house files and visits to the Allegheny County Recorder of Deeds
- Analysis and auditing of monthly LandCare reporting data
- Updating monthly LandCare reporting survey templates
- Production of informative flyers for Real Estate Department-related programs
- Conversion of departmental documents into fillable forms
- Departmental archiving and electronic filing
- Other duties as assigned

QUALIFICATIONS

- In pursuit of or completed Bachelor's or Master's Degree in Information Technology, Public Administration, Urban Studies/Planning, or a related field, and/or experience working in local government, community development and/or community planning
- Excellent verbal and written skills required
- Microsoft Word, Excel, and PowerPoint skills required; Advanced knowledge of Excel and PowerPoint a plus
- Ability to balance listening and talking, speaking and writing clearly and accurately, and keeping others informed
- Natural inclination for problem solving
- Ability to work individually and collaboratively with multiple parties of different interests
- Administrative 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 origination, political and/or union affiliation.

Please email resume and letter of interest to:

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