



Urban Design and Development Intern Description

University City Partners (UCP) is a nonprofit organization that invests resources to shape public spaces and plan for a better-built environment that influences the way we live, work, play, stay, and learn in Charlotte's University City. University City Partners invites others to invest in the community through headquarters, small to midsize business, real estate, or home. Building University City is not only about developing the landscape, it's about building relationships and a stronger, forward-moving community.

Our Mission: We envision and implement strategies and actions to drive University City's long-term economic vitality as a center for employment, living, education, commerce, and entertainment.

Our Vision is for University City to be a vibrant place that is urban in scale and design. It will be energized by transit and will be a popular and accessible destination, offering diverse and unique choices for living, shopping, working, learning, and leisure. It will become a premier employment center in the region, with sophisticated infrastructure and attractive amenities. For more information, visit: universitycitypartners.org.

Scope of Work: Intern will work in areas of safety and security to support the [2021 Strategic Vision Plan](#) for University City. Interns may also provide general administrative and programmatic support for signature events and initiatives.

Duration and Compensation: The internship will run for 10 weeks, each semester, with 10-20 hours per week. Start and end dates are flexible, based on Intern's academic year. Intern will be compensated within a range of \$15-\$20 per hour, depending on status as either undergraduate or graduate student.

Related Fields of Study: Safety, security, criminal justice, criminology, architecture, urban planning and design, and other related fields of study.

Learning Outcomes:

- Learn how to apply the principles of related majors and fields of study in a non-profit organization
- Gain practical, hands-on experience in field of study
- Create materials and processes that can be included in a professional portfolio
- Obtain exposure to community leaders and businesses to increase knowledge of the local community

Regular tasks include research, writing, data collection, and additional support of projects and initiatives; database input; helping process mailings; supporting community engagement and outreach; helping to staff events, such as neighborhood meetings and informational luncheons; creating content for social media platforms.

Essential Functions:

- Perform bi-weekly surveys aimed at identifying instances of litter, graffiti, and maintenance deficiencies within the designated Urban Core (UC) areas. Subsequently, diligently record the observations in both the City of Charlotte application and an internal database maintained by Urban Cleanup Program (UCP).
- Conduct comprehensive assessments and generate reports detailing noteworthy trends, areas of concern, and recurrent violations discovered within the UC region in the area of safety and security, traffic mitigation, impact of development, etc.
- Undertake lighting and traffic surveys as necessary, collaborating closely with UCP personnel and the City of Charlotte to ensure seamless execution.
- Collaborate with UCP staff to formulate effective reporting strategies that align with the entirety of the

Municipal Service Districts (MSD) 5 boundary.

- Draft letters to property owners outlining issues with property maintenance.
- Other duties as assigned.

Additional Functions:

- Shadowing: Shadow staff during meetings and gain exposure to professional business meetings; meet community leaders
- Marketing and Communications: Support creation and/or development of organization’s communications, including social media updates, blog posts, newsletter articles, and PowerPoint presentations
- Research: Research in areas of fund-development, MSDs, and Business Improvement District (BIDs), nonprofits, or business and residential data/trends; present findings to staff (written and verbally)
- Data tracking and management of activities and trends regarding safety and security issues
- GIS Software: Understand basic GIS software, map reading and interpretation.
- Professional Development: Access professional development opportunities, such as workshops, networking events, and industry webinars
- Office Management and Support: Support daily office operations, note-taking, archiving, cleaning, and organizing, etc.
- Community Engagement: Maintain records of new community contacts and their interests
- Other duties as assigned

Depending on the Intern term and goals, UCP may also require assistance in planning/executing the following: art and gallery events; neighborhood farmers’ market; annual meeting events to strengthen neighborhood safety and security.

Evenings and weekends for specific events may be required.

Qualifications:

- Basic familiarity with Microsoft Office and Google Suite
- Must work in University City-based office, unless approved by direct supervisor and scheduled
- Strong written and verbal communication skills and ability to effectively communicate with coworkers and community stakeholders
- Must have reliable transportation
- Basic research skills
- Ability to organize data

Interested students should email resume, major, and why you are seeking this position to info@universitycitypartners.org with the subject line “UCP Internship.”

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent’s manager/supervisor.