



## 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](http://universitycitypartners.org).

**Scope of Work:** Intern will work in economic development, placemaking, connectivity, and maintenance 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 hour depending on status as either graduate or undergraduate student.

**Related Fields of Study:** Business, Management, Marketing, and Related Support Services; Health Professions and Related Programs; Computer and Information Sciences and Support Services; Engineering; Social Sciences; Psychology; Biological and Biomedical Sciences; Communication, Journalism, and Related Programs; Homeland Security, Law Enforcement, Firefighting and Related Protective Services; and Engineering/Engineering-Related Technologies/Technicians.

### Learning Outcomes:

- Learn how to apply the principles of related majors and fields of study in a non-profit organization
- Gain experience in project management
- Create materials that can be included in a professional portfolio
- Exposure to community leaders and businesses and increase knowledge of the local non-profit sector.

Regular tasks include research, writing, data collection, and additional support of projects and initiatives; database input; website calendar updates; help processing 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:

- 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, eNewsletter articles, PowerPoint presentations, and marketing materials
- Research: Research in areas of fund-development, Municipal Service Districts (MSDs) and Business Improvement District (BIDs), nonprofits, or business and residential data/trends; present findings to staff (written and verbally)
- Data tracking and management: Tracking and management of Client Relationship Management (CRM) software like Hubspot; Assist with research and maintenance of the Hubspot database
- 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, University City Partners 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
- Familiarity with social media platforms and content creation
- Must have reliable transportation
- Basic research skills
- Ability to organize data

Interested students can [email \(info@universitycitypartners.org\)](mailto:info@universitycitypartners.org) University City Partners with the subject line "UCP Internship." Please include a resume, your major, and why you are seeking this position.

**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.