



## **Neighborhood Development Internship**

Queens Economic Development Corporation (QEDC) is seeking undergraduate and/or graduate level interns to assist with research to support community development, planning, and outreach assignments. Interns will be working on community development-related projects with the Neighborhood Economic Development Division at QEDC.

The Neighborhood Economic Development Division is committed to revitalizing depressed communities, creating jobs, stimulating private investment on neighborhood streets, improving physical conditions, and encouraging the active participation of community based organizations in the implementation and management of revitalization initiatives.

Potential tasks:

- Perform online research
- Community outreach to businesses and/or local organizations
- Fieldwork including canvassing commercial corridors to update business database/inventory
- Data collection and analysis
- Document editing / Proofreading
- Administrative duties
- Surveying and analysis
- Event planning
- Promotional materials production (i.e. Brochures, Directories, Guides, etc.)

Preferred Skills / Qualifications

- Highly motivated and well-organized self-starter with the ability to work both independently or as part of a team
- Familiarity with Queens neighborhoods
- Strong interest and understanding of neighborhood economic development
- Some understanding of business start-ups and micro-enterprise development
- Should be able to assist with development and implementation of merchant organizing strategy

Preference will be given to college students majoring in the following subject areas: Urban Planning, Urban Studies, Geography, Public Administration, Community Development, Real Estate Development, Economics, Political Science, Business Administration, Communications, Marketing or closely-related fields.

This position is non-paid; however we will offer assistance to interns seeking to receive college credit for their work. Interns will be expected to work approx. 10-15 hours per week. We are seeking to fill the positions immediately.

If you are interested in this internship opportunity, please e-mail your resume to Ricardi Calixte at [rc@queensny.org](mailto:rc@queensny.org) or call 718-263-0546.