Central Atlanta Progress
Atlanta Downtown Improvement District

KELMAN INTERNSHIP PROGRAM

Central Atlanta Progress, Inc. (CAP) is a private, nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a better city center. CAP carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. Our affiliate organization, the Atlanta Downtown Improvement District (ADID), funds major programs in transportation, capital improvements, public safety, cleanliness and marketing. For more information visit www.atlantadowntown.com.

The Kelman Internship

In honor of Paul B. Kelman, FACIP's 22 years of leadership at Central Atlanta Progress and upon his retirement in 2010 the organization renamed the internship program, the Kelman Internship. Kelman is past President of the Georgia Planning Association, and a charter member of the American Planning Association. In April 2003, Paul received the first Jack F. Glatting Mentoring Award given by the Georgia Tech School of City and Regional Planning.

He began his professional career as a Commissioned Officer in the United States Public Health Service and subsequently worked for the Metropolitan Dade County Planning Department as Principal Environmental Planner. In Atlanta, Kelman worked as Chief of Environmental Planning for the Atlanta Regional Commission. He served as Vice President of CAP from 1988 to 2000 and was named Executive Vice President in July 2000. As a supervisor and a mentor to over fifty graduate student interns he developed an organizational legacy of supporting the education and experience of future Downtown advocates.

Desired Qualifications

Interns should be enrolled in a graduate program in city planning, public administration, public policy, engineering, architecture, urban design, urban studies, geography, real estate, business or a related program, which involves study of the urban environment. Necessary skills include excellent written and oral communication, policy research and analysis skills, quantitative ability and proficiency with standard PC software packages. Experience with graphics software (Adobe Illustrator, InDesign and Photoshop) is highly desirable.

Intern Duties

For the 2012-2013 academic year CAP seeks up to two interns who will each focus on one of the following topic areas and its corresponding tasks. Applicants must communicate via cover letter which one of the following three positions they are interested in applying for.

PLANNING and ECONOMIC DEVELOPMENT

- Support the Atlanta Streetcar Development Strategy effort.
- Create maps, graphics, presentations and written summaries to support CAP/ADID projects and initiatives.
- Track changes and additions to the residential, office, hospitality, and retail markets to keep internal databases and the Downtown Interactive Map current.
- In an effort to track the effects of the Atlanta Streetcar on Downtown, interview peer cities with recent investments in transit to understand the impact on the local economy and real estate market.

- Update parcel ownership data using public tax assessor records and other outlets to uncover appropriate contacts who we can engage in CAP endeavors.
- Meet with real estate developers and investors and help advance their proposals by providing data and other resources.
- Assist in the planning of Downtown Development Day, an annual event attracting developers, property owners and other stakeholders to discuss issues affecting real estate in Downtown Atlanta.
- Other tasks that support the implementation of the Imagine Downtown 2.0 vision plan.

TRANSPORTATION and SUSTAINABILITY

- Support the Downtown portion of the City's Cycle Atlanta – Phase 1.0 plan.
- Conduct field work and data manipulation to update parking inventory information for the web-based Downtown interactive map and related publications.
- Aid in activities of the Atlanta Better Buildings Challenge
- Assist with Downtown Transportation Management Association (TMA) projects and programs and CAP/ADID transportation initiatives, including implementation activities for the Atlanta Streetcar.

Availability Required

The typical internship is for a 12-month term – May 2012 through April 2013. Full-time employment is offered during the summer and semester breaks with part-time employment (up to half-time) offered during the remainder of the year. Interns are paid an hourly wage and are eligible to participate in CAP's MARTA transit subsidy program.

To apply, please forward a résumé and cover letter to:

Jennifer Ball
Vice President, Planning and Economic Development
Central Atlanta Progress, Inc.
50 Hurt Plaza, Suite 110, Atlanta, Georgia 30303
jball@atlantadowntown.com

Applicants must communicate via cover letter which one of the preceding three positions they are interested in applying for.

Résumés with cover letters will be accepted until April 6, 2012.