



Central Atlanta Progress
Atlanta Downtown Improvement District



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. Glattig 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 an undergraduate or 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 2014-2015 academic year CAP is seeking an intern who will focus on the following topic area and its corresponding tasks:

ECONOMIC DEVELOPMENT

- Conduct research and analysis to update Downtown Atlanta demographic, economic and characteristic data focused on making the case for investment in Downtown.
- Support the Atlanta Streetcar corridor revitalization effort, specifically through field research to quantify year-over-year changes in retail occupancy, sales tax collections, development investment and similar data.
- Track changes and additions to the residential, office, hospitality, and retail markets to keep internal databases and the Downtown Interactive Map current.
- Create maps, graphics, presentations and written summaries to support CAP/ADID projects and initiatives.

- Assist in the planning of special events targeted toward attracting real estate investment in Downtown Atlanta.

Availability Required

The ideal candidate will be available to a minimum of 15 hours per week and up to 18 hours per week between August 2014 and May 2015. 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.
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Résumés with cover letters will be accepted until July 31, 2014.