



2019 Summer Intern - Job Description

Central Atlanta Progress is seeking a 2018 summer intern interested in the urban environment. This internship opportunity is available to college students or recent college graduates with a particular interest in urban affairs. The CAP Internship program is unique to the organization and provides participants with a comprehensive understanding of urban affairs and conditions, as well as exposure to the specifics of the Downtown Atlanta community.

Duration:

8-10 weeks

Direct Reporting:

The intern will report directly to CAP's President and collaborate with other CAP staff in the areas of planning, public policy, marketing, transportation, and economic development in pursuit of CAP's organizational goals.

Projects and Responsibilities

The internship will provide exposure to the work of the Downtown Atlanta business community which includes, but is not limited to, real estate development, place making, marketing, social impact initiatives and membership services.

Desired Qualifications

Interns should be enrolled in an undergraduate (prefer rising junior or senior) or graduate program in city planning, public administration, public policy, urban studies, marketing, graphic design, communications, engineering, or a related program, and demonstrate interest in 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), social media platforms and Content Management Systems is desired.

About Central Atlanta Progress

Central Atlanta Progress, Inc., founded in 1941, is a private nonprofit community development organization providing leadership, programs and services to preserve and strengthen the economic vitality of Downtown Atlanta. With a board of directors of Downtown's top business leaders, CAP is funded through the investment of businesses and institutions. Additional information can be found at www.atlantadowntown.com.

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

Deana Davis - Manager, Human Resources and Payroll
Central Atlanta Progress, Inc.

ddavis@atlantadowntown.com

404-658-1886

Résumés with cover letters will be accepted until March 29, 2019