



## INTERNSHIPS AVAILABLE

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](http://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 Planner 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.

### **Intern Duties**

For Summer 2019 and potential extension into the 2019-2020 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 two positions they are interested in applying for, as well as their availability and interest in Summer and/or extended school-year employment.

### ***Economic Development***

- Conduct research and analysis to update Downtown Atlanta demographic, economic and characteristic data focused on making the case for investment in Downtown.
- Track changes and additions to the residential, office, hospitality, and retail markets to keep internal databases and the Downtown Interactive Map current.
- Identify data solutions to help best communicate the retail opportunities available in Downtown. Utilize historic and current traffic data (vehicular, pedestrian and cycle volumes) to analyze pedestrian trends, with a focus supporting economic development initiatives to recruit retail tenants.

- Create maps, graphics, presentations and written summaries to support CAP/ADID projects and initiatives.
- Support CAP/ADID economic development and public policy related initiatives, including those covering topics such as federal Opportunities Zones and housing affordability

### ***Transportation***

- Conduct field work and data manipulation to develop or update Downtown sustainability, traffic operations, curbside management and parking information;
- Create and maintain content for CAP/ADID projects and initiatives, including maps, graphics, presentations, print collateral, written summaries, web pages, social media, and other digital communications;
- Assist with outreach programs and other incentive programs, including the promotion of Downtown transportation options to businesses and their employees, as well as customized sustainability awareness campaigns;
- Support CAP/ADID transportation initiatives, including project implementation activities related to recommendations of the Downtown Atlanta Master Plan process.

### **Desired Qualifications**

Interns should be enrolled in an undergraduate or graduate program in city planning, public administration, public policy, urban studies, environmental studies, 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 ArcGIS and standard PC software packages. Experience with graphics software (Adobe Illustrator, InDesign and Photoshop) and Content Management Systems is also desired.

### **Availability Required**

Interns are expected to work part-time, estimating between 15 and 18 hours per week (typical). During summer and/or semester breaks, full-time employment can be accommodated. Ideally internships will last for a minimum of twelve months; however, shorter and longer terms can be accommodated depending upon unique circumstances. Interns are paid an hourly wage of \$14 per hour. Interns are eligible to participate in CAP's MARTA transit subsidy program.

### **To Apply**

To apply, please forward a résumé and cover letter with the email subject "CAP Internship" to [ddavis@atlantadowntown.com](mailto:ddavis@atlantadowntown.com)

Applicants must communicate via cover letter details regarding their availability including how many hours per week can be worked, as well expectation regarding the duration of an internship.

Only those applicants deemed qualified will be contacted. No phone calls, please.