



INTERNSHIP 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.

CAP seeks an intern to support our projects and programs focused on planning, sustainability and economic development.

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.

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. Interns must also be adaptable, resourceful, and comfortable with shifting priorities. A strong interest in the urban environment is required. Previous experience with sustainability issues is highly desired. Necessary skills include excellent written and oral communication, policy research and analysis skills, quantitative ability and proficiency with standard PC software packages. Strong graphic design skills are helpful; experience with graphics software (Adobe Illustrator, InDesign and Photoshop) is welcome.

Intern Duties

CAP is presently seeking an intern who will focus on a number of tasks including the following:

- Assist in the development of the Downtown Sustainability Action Plan, including research, writing, and supporting Advisory Committee activities;
- Support the Atlanta Better Buildings Challenge program, including assistance with the recognition event;
- Support CAP/ADID planning initiatives, including project implementation activities related to recommendations of the Downtown Atlanta Master Plan process;
- Conduct research and analysis to update Downtown Atlanta demographic, economic and characteristic data focused on making the case for investment in Downtown;
- Support CAP/ADID economic development and public policy related initiatives, including those covering topics such as federal Opportunities Zones and housing affordability;
- 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; and
- Conduct policy research and analysis as needed.

Availability Required

Interns are expected to work part-time, estimating between 15 and 18 hours per week (typical). During summer and/or semester breaks, periods of full-time employment can be accommodated. Ideally internships will last for 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, cover letter and writing sample (no more than 2 pages in length) with the email SUBJECT: "CAP Internship" to aleous@atlantadowntown.com. Design portfolio or sample work products may be shared as well.

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.