



Transportation and Sustainability Outreach and Marketing Internship

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 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, marketing, graphic design, communications, 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 standard PC software packages. Experience with graphics software (Adobe Illustrator, InDesign and Photoshop), social media platforms and Content Management Systems is also desired.

Intern Duties

For 2018 the CAP Transportation and Sustainability division seeks an intern who will focus on a number of tasks including the following:

- Support Atlanta Better Buildings Challenge (Atlanta BBC) marketing and implementation activities;
- Conduct field work and data manipulation to update Downtown sustainability, traffic operations 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.

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 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 Transportation-Sustainability Internship" to 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.