



Urban Planning and Research Intern

Mission: *Jericho Road Episcopal Housing Initiative of New Orleans is a neighborhood-based nonprofit homebuilder that provides families with healthy and energy-efficient affordable housing opportunities. We partner with neighborhood residents, organizations and businesses to create and maintain a stable and thriving community.*

The Urban Planning and Research Internship with Jericho Road provides the opportunity for a student or recent graduate to gain professional experience in the field of urban planning, community revitalization and research methods. Primarily, the intern will work in the area of urban planning, public policy, vacant land management and community revitalization alongside the Director of Asset Management and across programs when needed. This experience will provide the intern with the opportunity to assist in developing social justice projects and plans that lead to more thriving communities.

Those interested in the following areas are encouraged to apply: urban planning, public policy, research, social justice, urban agriculture, program planning, community engagement and organizing, urban redevelopment, green space development, community planning, nutrition, food access, public health, strategic planning, and affordable housing.

Although prior experience with this type of work is preferred it is not required. The ideal candidate will exhibit a strong work ethic, think creatively, research thoroughly and be prepared to implement new ideas and plans to impact the community.

Preferred Program/Area of Study: Urban and Regional Planning, Public Policy, Business, Environmental Science and Sociology.

Work Hours: Flexible; option to work remotely. Assignments may involve working outdoors in adverse conditions and temperatures.

Time Period: Flexible (open)

Internship Status: This is an unpaid internship.

The following duties are typical for this role. Intern may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address organization needs and changing practices.

- Provide technical support to planning staff by conducting research and preparing maps and graphics.
- Prepare reports; provide required information for specific meetings
- Research information and assist higher level planning staff with inquiries pertaining to current or comprehensive planning.
- Work independently on urban planning projects.
- Research funding sources for urban planning projects.
- Research, collect, compile, record and summarize technical data; assist higher level planning staff with projects and presentations.
- Assist higher level staff in the implementation of the geographic information system (GIS) by performing research, data entry and site inspections.

- Assist in the enhancement of the department's record keeping system by organizing and computerizing files and coordinating data.
- Participate in a variety of special projects as assigned.
- Work with a team of professional to develop/implement community projects.
- Perform related duties as required.

Personal Qualities:

- Demonstrates a passion for the mission of Jericho Road Episcopal Housing Initiative
- Displays the creative, critical-thinking, and problem solving capabilities necessary to continuously improve personal work as well as the impact and effectiveness of the Jericho Road's programming.
- Possesses mature and professional attributes.
- Demonstrates strong personal organizational skills, persistence in tracking and following-up on details.
- Applies emotional intelligence during discussions, negotiation, and mediation.
- Interacts effectively with individuals at all social and economic levels.
- Works well independently, but also engages as a team player to accomplish goals and objectives.
- Maintains flexibility, adaptability, and positive attitude in a constantly changing environment.
- Identifies internal weaknesses, troubleshoots problems, and proposes solutions that result in increased efficiency and improved outcomes.
- Demonstrates a willingness to learn about new ideas, initiatives, and techniques.
- Exhibits a 'crafty' sensibility: knows or has a willingness to learn how to utilize various tools, equipment, and materials to either create new spaces or resolve problems at urban agriculture sites.

Qualification:

- Junior or Senior; preferred GPA: 3.00
- Strong written and verbal communication skills.
- Working knowledge of Microsoft Office Suite.

To apply:

Please send your resume, cover letter, one letter of recommendation from a professor or former supervisor and two writing samples to development@jerichohousing.org.

To learn more about Jericho Road's work, please visit: www.jerichohousing.org.

Adopted: *February 2018*

At Jericho Road, we do not just accept difference — we celebrate them, we support them, and we thrive on them for the benefit of our employees, our products, and our community. Jericho Road is proud to be an equal opportunity workplace and is an affirmative action employer.