



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development
DMPED Honors Internship Program – Fall 2014



The Office of the Deputy Mayor for Planning and Economic Development (DMPED) supports the Mayor in developing and executing the District's economic development vision. Our strategy is centered on three major priorities: attracting businesses, revitalizing neighborhoods and creating jobs.

ELIGIBILITY

Applicants must be:

- Students currently enrolled in an undergraduate or graduate program leading to a degree in a field relevant to the internship.

TERMS

- The internship is administered through the **Washington, D.C. Office of the Deputy Mayor for Planning & Economic Development**, located at 1350 Pennsylvania Avenue, Suite 317.
- The position is unpaid and part-time, beginning on September 22nd. The timeframe for this internship will be during the Fall of 2014 and concluding on or before December 21st, however the opportunity for extensions exist.

SCOPE & DUTIES

The New Communities Initiative (NCI) is a District government program designed to revitalize severely distressed subsidized housing and redevelop communities plagued with concentrated poverty, high crime, and economic segregation (<http://dcnewcommunities.org/>). NCI operates out of the Real Estate Division at the Deputy Mayor's Office, which manages the development process for city-owned real estate. The following list is a sample of responsibilities performed by students serving as interns on the NCI team:

- Policy analysis and formulation (working with Director of NCI to structure key policy changes)
- Manage NCI marketing and communications (website, e-newsletter, social media)
- Develop new avenues of communications to strengthen outreach and visibility of the Initiative
- Conduct research on best practices in community revitalization in other cities
- Review and analyze neighborhood planning documents
- Community outreach (preparation for and attendance at public community meetings)
- General administrative duties, as assigned.

QUALIFICATIONS

- General understanding of, and/or some interest in real estate development and community revitalization
- Strong communications skills.
- Proficiency in MS Word, Excel and PowerPoint.
- Ability to work independently and within a team environment
- Strong attention to detail
- Knowledge of public policy and local government
- Ability to manage multiple projects with competing priorities

APPLICATION

- **Deadline:** **August 29, 2014**
- **Process:** Please email a resume, cover letter, and completed application Sheila.Cuthrell@dc.gov. Please include "**DMPED HONORS INTERNSHIP APPLICATION – NEW COMMUNITIES**" in the subject line.