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
New Communities Initiative Summer Internship
Job Description

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue.

ELIGIBILITY& CONSIDERATION

- Students currently enrolled in an undergraduate program leading to a degree in a field relevant to the internship.
- Submit current resume and completed application to dmpedjobs@dc.gov with the subject line of New Communities Initiative Summer Internship by April 26, 2017.

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 in June 6, 2017 .The timeframe for this internship will be during the summer of 2017 and concluding on or before August 11, 2017; however, the opportunity for extensions exists.
- This is an unpaid internship. Students are encouraged to seek funding opportunities with their college or university.

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 that will be performed by students serving as interns for the New Communities Initiative in the Real Estate Department:

- Community outreach, engagement, and event planning: (taking the lead in preparing for and facilitating public community meetings and NCI events)
- Manage NCI marketing and communications (website, e-newsletter, social media)
- Develop and manage avenues of communications to strengthen outreach and visibility of the Initiative
- Conduct research on best practices in community revitalization in other cities
- Policy analysis and formulation (working with Director of NCI to structure key policy changes.
- General administrative duties, as assigned.

QUALIFICATIONS

- General interest in community development.
- Self-starter
- Strong communications skills.
- Proficiency in MS Word, Excel and PowerPoint.
- Ability to work independently and within a team environment
- Strong attention to detail
- Community outreach/engagement experience
- Ability to manage multiple projects with competing priorities

BRIAN T. KENNER
DEPUTY MAYOR

1350 Pennsylvania Avenue, N.W., Suite 317 • Washington, D.C. 20004 • T (202) 727-6365 • F (202) 727-6703 • dmped.dc.gov