



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 a 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

Office of the Deputy Mayor for Planning and Economic Development. The following list is a sample of responsibilities performed by students serving as interns on the St. Elizabeths East Team:

Interns will focus on support, outreach and partnership development associated with “Gateway” and “R.I.S.E.” programming in the areas of sustainability, training/development, health, and arts at St. Elizabeths East for major interim use projects. The intern will primarily be focused on programming and partnership development for Gateway DC, an innovative and aesthetically unique pavilion and urban park located on the St. Elizabeths East campus that has attracted over 15,000 visitors in the first 6 months of operations, as well as the “R.I.S.E.” Demonstration Center. The Demonstration Center will be flex meeting, tech and demonstration space designed to build interest in the campus redevelopment by immediately drawing the surrounding community into the campus and begin to create bonds with the residents and the Innovation Hub efforts. Additional support may be required for specific demonstration projects. Eligible interns must have strong communication (verbal and written), research, marketing, and creative problem solving skills. Assistance with marketing, programming and operations for Gateway DC and the Demonstration Center is essential to the growth of this project.

QUALIFICATIONS

- General understanding of, and/or some interest in real estate development and community outreach
- 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- ST. ELIZABETHS EAST**” in the subject line.