

# Community Development Intern

**Organization:** Washington University Medical Center Redevelopment Corporation (WUMCRC)

**Location:** 1408 Tower Grove Ave, St. Louis, MO

**Organization Overview:** Please Visit our website @ [www.wumcrc.com](http://www.wumcrc.com)

## Position Overview:

Throughout the course of the internship, the candidate will become involved in neighborhood planning, data collection and analysis, GIS mapping, program development and implementation as well as a host of special community development-oriented projects. **To have a full internship experience**, the Community Development Intern will play a multifaceted role, engaging in both community development initiatives as well as communications/marketing tasks.. This role offers a comprehensive internship experience, allowing the intern to gain valuable skills in community development, as well as communications and marketing.

The preferred candidate must possess the following skills:

- Communication (verbal and written)
- Interpersonal skills
- Time management
- Critical thinking
- Quantitative research & data analysis
- Self-direction & ability to take initiative
- Experience with Microsoft Office Suite and Adobe
- Some experience with data analysis and visualization software as ArcGIS, Tableau etc.

## Qualifications:

Applicants should have a background in Urban Planning, Sociology, Geographic Information Systems/Science, Data Analysis, Social Work or any other related field.

## Primary Responsibilities:

### Projects:

Under the direction of the organization's Executive Director and other Staff, lead and implement the following projects:

- a. Neighborhood Profile Projects
  - i. Research and update Neighborhood Demographic Data for targeted communities
- b. Create & maintain monthly reports related to:
  - i. Economic Development
  - ii. Commercial Corridor Business Inventory covering our service area.
  - iii. Development Mapping
  - iv. Mapping property & visitor data & trends in the commercial corridors located within our service area.
- c. Assist Community Development Managers in implementing and coordination human and social service programs in our service area
- d. Assist staff in providing technical assistance to stakeholders in our service area.
- e. Create and maintain annual reports on overall projects and activities in our service area

Various Holistic Approaches:

Under the direction of WUMC Staff, assist in the holistic approach to community development, which includes:

- Special Taxing District Inventories
- Safety and Security Initiatives
- Forest West Property Inventory
- GIS Mapping
- Live Near Your Work Program
- Other (as needed) related duties

**Additional Responsibilities:**

- a. Collaborate with community stakeholders to identify needs
- b. Assist in the planning and execution of community programs and events
- c. Creation of content for various social media channels

**Position Type:** Internship (approximately 20 hours/week: independent contractor). This position may require evening and weekend attendance. Ideal candidates should be willing to commit to at least 6 months; time frame is flexible if need be.

**Salary:** \$15/hour

**Contact Info:** For questions please call Samuel Odoom at (314) 747-2333 or email [odoom@wustl.edu](mailto:odoom@wustl.edu).

**Application Requirements:** Please send your resume and a cover letter to Samuel Odoom, [odoom@wustl.edu](mailto:odoom@wustl.edu), no later than **Sunday, March 31, 2024.**