

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

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.

Application Requirements: Please send your resume and a cover letter to Samuel Odoom, odoom@wustl.edu, no later than **Sunday, September 14, 2025.**