



# **BOSTON REDEVELOPMENT AUTHORITY**

## **COMMUNITY ECONOMIC DEVELOPMENT INTERN/ ECD PROGRAMS UNPAID FALL, 2014**

This Intern will report to the Deputy Director for Community Economic Development and provide support to staff in the department. Will participate in and assist with coordination and implementation tasks related to the Dudley Vision Project, Inclusionary Development Program/Affordable Housing Compliance initiatives and Economic Project Development. Tasks will include; but not be limited to: research assistance; coordination of materials and meetings with consultants and the Mayoral Community Advisory Groups; maintenance and organization of project documents, coordination of City Team meetings and neighborhood outreach, and other special projects related to these initiatives

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- *Participate in project meetings related to Land/Parcel Disposition; Project Review and Development*
- *Assist in the maintenance of systems for updating agreements, supporting staff charged with ensuring compliance and monitoring.*
- *Support the Housing Compliance Manager in initiatives to enhance current records, systems, practices and procedures;*
- *Provide support for the accurate and on-time completion of such compliance functions as income certification, affordable housing monitoring/lotteries, and contract compliance;*
- *Prepare memos, correspondence, reports and other materials for distribution to staff, developers and other involved parties;*
- *Participate in planning efforts, meetings, research and coordination efforts that support and enhance compliance with legal agreements;*
- *Draft and review documents and materials for consultant teams, City Working Groups and external groups associated with projects.*
- *Provide general support (as needed) for community outreach efforts for the Dudley Vision Project, assisting with correspondence with business, institutional and community stakeholders.*
- *Assist with special projects within the division as needed; and perform other related duties as required.*

### **QUALIFICATIONS:**

- Must be a current graduate student with current or previous undergraduate focus on Economic Development, Urban Planning, or Law.
- Strong interpersonal, communications, analytical, and organizational skills required.
- Working knowledge of economic development trends, housing policy and various statutes is not required; but considered highly valuable.
- Technology (database systems) familiarity preferred as well as strong proficiency in MICROSOFT WORD; POWERPOINT; as well as Google, etc.

### **DATES OF INTERNSHIP PROGRAM: FALL, 2014**

*Start date to coincide with Intern school schedule. Schedules open to discussion based on student and employer needs up to 35 hours per week.*

**ALL INTERNS MUST BE CURRENTLY ENROLLED STUDENTS**

**Submit resume/cover letter to: BOSTON REDEVELOPMENT AUTHORITY, HR**

E- Mail: [Hr.bra@cityofboston.gov](mailto:Hr.bra@cityofboston.gov).

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