

Invest Atlanta

Job Description

Intern - Redevelopment Department

www.investatlanta.com

jobs@investatlanta.com

Deadline is February 17, 2012

JOB DUTIES

This is a part-time position with a flexible schedule. Reporting to the Program Manager, Redevelopment Department, the Intern will have primary responsibility for the following activities:

Redevelopment Department Support:

- Compile and maintain data on potential development sites and prospective developers
- Track legislation and agenda items at local and state government agencies related to economic development
- Support efforts to launch new financing programs for building owners to increase energy efficiency and water conservation
- Prepare maps and presentation materials utilizing Geographic Information Systems (GIS) software and devices
- Assist with special projects as needed

New Markets Tax Credit (NMTC) Program Support:

- Assist with efforts to attract private investment to fund commercial and mixed-use development projects
- Maintain data on jobs created, businesses assisted, and other community impacts of local projects financed with NMTC loans
- Research and compile information on best practices for small business lending utilizing new markets tax credits
- Assist with preparing funding request applications to the U.S. Department of the Treasury's Community Development Financial Institution Fund
- Gather data for compliance reporting to funders
- Assist with special projects as needed

QUALIFICATIONS

Undergraduate or graduate student currently enrolled at an accredited college or university studying real estate, urban planning, business, geography, public policy, public administration, or related field. Familiarity with Geographic Information System (GIS) mapping software and programs is desired.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong interest and affinity for community redevelopment
- Knowledge of urban planning and development
- Ability to gather, analyze, and synthesize data
- Good organizational skills and high results orientation
- Excellent interpersonal and writing skills
- Strong computer skills, demonstrated proficiency in Microsoft Word, Excel and other software programs

Apply to Dale Royal, Program Manager, Redevelopment Department at droyal@investatlanta.com.

Invest Atlanta is an equal opportunity employer