



50 East 168th Street, Bronx, New York 10452  
[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Community Research Intern  
**Reports to:** Senior Program Manager

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

**Summary:** WHEDco seeks an innovative Intern to support its Community Development Department. The Community Development Department engages in neighborhood planning, social enterprise, cultural programming, expansion of green, mixed-use developments, and creative placemaking to build exciting, innovative spaces and communities in the Bronx where people, arts, and economy thrive. Over a period of four weeks, the Intern will assist with a Community Needs Assessment in the Jerome Avenue area and a Commercial District Needs Assessment on Southern Boulevard.

**Responsibilities:**

- Conduct surveys of local business owners, property owners and residents
- Participate in and facilitate charrettes and workshops relating to the needs assessments
- Conduct outreach to local residents and business owners via door-to-door canvassing, event tabling, and street intercepts

**Qualifications:**

This internship is ideal for someone who is passionate about community and economic development, takes initiative and works independently and efficiently.

- Must be 18 years of age or older and have a valid government issued ID
- Demonstrated proficiency in MS Office applications
- Strong written and verbal communication skills
- Bilingual ability in English and Spanish highly desirable
- Preference will be given to applicants who are familiar with the Jerome Avenue/Grand Concourse corridor, Southern Boulevard corridor, and surrounding communities
- Must be able to commit to approximately 10 hours per week over a four-week period and have a flexible schedule with the ability to work day or evening hours with some weekend availability

Interns will receive a one-time \$500 stipend to cover expenses.

To apply, submit a résumé and cover letter to one of the following:

**Email:** [comdev@whedco.org](mailto:comdev@whedco.org) (Please include your name and Community Research Intern in the subject line) | **Fax:** 718-839-1170 | **Mail:** WHEDco, 50 East 168th St., Bronx, NY 10452 (Attn: Community Development Department)