



Title: P/T Community Development Assistant/Intern
Location: 50 East 168th Street, Bronx NY
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 whedco.org for more information.

Summary: WHEDco seeks an innovative **part-time Assistant/Intern** for a paid role supporting its **Community Development Department**. The Community Development Department engages in neighborhood planning, cultural programming, commercial revitalization, and creative placemaking to build exciting, innovative spaces and communities in the Bronx where people, arts, and economy thrive. The Intern will assist with the organization's business and community engagement activities in the Jerome Avenue area around WHEDco's flagship affordable housing development.

Responsibilities:

Update WHEDco's South Bronx Business Resource Guide for distribution, and help develop a comprehensive referral system to connect local retail, wholesale and industrial businesses to resources to stabilize and grow.

- Help engage with diverse contacts, including business support service providers, community-based organizations, and City agencies, to build an accurate, comprehensive list of business support resources
- Assist with conducting outreach to local residents and business owners via door-to-door canvassing, event tabling, and surveying to share information about and link them to available services
- Aid the team's efforts to advocate for community-identified area improvements (transportation, food access, safety), and partner across departments (Family Support etc.) on wider organizational goals.
- Support other Community Development activities as needed, including identifying potential community engagement opportunities.

Qualifications:

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

- Enrollment in a Bachelor's or Master's degree program in City Planning, Business, or Real Estate a plus
- Demonstrated proficiency in MS Office applications
- Strong written and verbal communication skills
- Bilingual ability in English and Spanish required
- Proficiency in Adobe InDesign preferred. Working knowledge of GIS software a plus

The position is expected to run from September to December 2018. Flexible part-time schedule of 15-20 hours/week. Hourly rate of \$15-\$20 depending on experience. Some evening and/or weekend availability desired. Gain substantive, hands-on experience.

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

Email: comdev@whedco.org (Please include your name and Community Development Intern in the subject line) **Fax:** 718-839-1170

Mail: WHEDco, 50 East 168th St., Bronx, NY 10452 (Attn: Community Development Department)