

Title: Mobility Intern
Department: Mobility/Transportation
Reports To: Operations & Outreach Manager
FLSA Status: Hourly/Non-Exempt
Start Date: Summer 2019

Position Summary

The Mobility Intern is a multi-faceted position responsible for assisting with data collection, technical support, and outreach on various mobility projects and initiatives. The Pittsburgh Downtown Partnership (PDP) works with a collection of stakeholders to make Downtown a welcoming and enjoyable place for all and this role will support project and stakeholder management in service to this goal.

Reporting directly to the Operations & Outreach Manager, the Mobility Intern is a part-time position that will carry out projects that support the PDP's mobility priorities, with a focus on Envision Downtown and the Transportation Management Association.

This position is from May 2019 to August 2019, with the potential of extending through December 2019, depending on need. A primary project will be identified and assigned to the intern based on the status of active projects, programs and planning at the PDP. Roles and responsibilities will likely include:

Research & Data Collection

- Provide research assistance and support content development for presentations, grant reports, meetings, and other platforms
- Assist with organizing and tracking relevant Downtown mobility, transportation, and public realm related activities and data
- Complete field work to collect data on public realm and streetscape features, including sidewalks, street conditions, lighting, curbsides, and parking
- Research best practices to inform, design, develop and execute assigned projects
- Create, maintain, and manage databases/data sets

Stakeholder Coordination & Engagement

- Research or contact Downtown stakeholders, via online inquiries, in-person visits, surveys, and other engagement mechanisms, as needed
- Attend meetings and participate in conference calls to record minutes and coordinate action items and next steps

Additional duties may arise, including contributing to other PDP initiatives, as needed. A genuine desire to contribute to the PDP mission and be part of a dynamic organization is necessary for this role.

Position Expectations

- Pursuing a degree related to Transportation, Public Administration, Urban Planning, Civil Engineering, or similar field); candidates pursuing an advanced degree are preferred
- Experience working with MS Word, Excel, PowerPoint is essential; data management and visualization tools such as Tableau, ArcMap, and Access is a plus, but not required
- Positive attitude and willing to learn
- Demonstrated interest for Downtown Pittsburgh and to bettering a place where all are welcome
- Local travel and evening hours may be occasionally required
- Comfort with field work, particularly for conducting outreach and monitoring public spaces across Downtown

Hours & Compensation

The typical work week will be 20 hours, depending on schedule and current projects. The PDP offers competitive compensation for internships.

About the Organization:

Downtown Pittsburgh is essential to the region—the metropolitan heartbeat where business, culture, and entertainment intersect. Formed by Downtown businesses, professionals, civic organizations, foundations, and residents, the PDP develops and implements innovative programs and initiatives to enhance the Downtown neighborhood. We also promote and market this great urban center to millions of people as the region’s premier destination to do business, to call home, or to visit for the best in shopping, dining, and entertainment. The PDP also stands as staunch advocates for all those who make Downtown part of their lives—from businesses to workers to residents.

The PDP is a collaborative team environment and staff members will work evenings and weekends on occasion to support strategic efforts and events of the entire organization. Working at the PDP provides opportunities to be exposed to exciting events, projects, and developments that make a difference in Downtown Pittsburgh and throughout the region.

Inquiries

Interested applicants are encouraged to submit resumes and cover letters via email to:

Kathryn Schlesinger (Operations & Outreach Manager): kschlesinger@downtownpittsburgh.com

Please note that due to the volume of applications, only candidates of interest will receive communication regarding this internship position.