

Title: Graduate Fellow (Mobility, Placemaking and Economic Development)
Department: District Development
Reports To: Vice President of District Development
FLSA Status: Hourly / Stipend
Start Date: May 2023

Position Summary

The PDP's District Development Department is seeking a Graduate-level *Fellow* to work with us full-time or part-time in spring/summer 2023, with the prospect of continuing into the fall semester and possibly beyond. The *Fellow* supports the ongoing development and implementation Downtown Pittsburgh's mobility, placemaking and economic development initiatives. The *Fellow* will assist current District Development staff on economic development research and analysis, placemaking projects, and support of the mobility advisory committee and working groups in Downtown Pittsburgh. The Fellow reports to the *Vice President of District Development*.

Essential Duties and Responsibilities:

Project Management Support (Placemaking & Economic Development)

- Assist with managing project design, development and implementation including budgets, engaging and managing consultants/contractors, and problem solving as issues arise, to ensure that projects stay on track
- Assist with coordination of necessary resources and partners for the successful execution of projects such as contractors, peer organizations and volunteers
- Assist with data collection and analysis
- Support fundraising, grant applications and reporting, as needed

Coordination and Facilitation (Mobility)

- Provide coordination and facilitation of transportation, mobility and infrastructure-related committees and working groups
- Assist with coordination of partnerships across public, private and non-profit sectors including local government officials, private contractors/consultants, and peer organizations
- Support fundraising, grant applications and reporting, as needed
- Perform additional duties and responsibilities as assigned by the Vice President of District Development

Education, Skills & Personal Attributes

- Exceptionally high level of self-motivation with drive to take initiative
- Demonstrated experience with project/program management
- Pursuing Master's degree in City Planning, Public Administration, Landscape Architecture, Architecture/Urban Design, Civil Engineering, or a related field
- Versatility, flexibility and a willingness to work within constantly changing priorities in a dynamic workplace
- Excellent knowledge of Microsoft Office programs (Word, Excel, Outlook and PowerPoint)
- Basic working knowledge of ArcGIS preferred
- Effective communicator with clear verbal, written communication and presentation skills

- Highly organized with the ability to meet deadlines
- Proven ability to be a member of a team, working collaboratively
- Passion and excitement for Downtown Pittsburgh!

General Requirements

- A graduate-level student who is interested in the prospect of continuing in part-time capacity, into the fall semester
- This position will need to be primarily in the Pittsburgh Downtown Partnership's offices in Downtown Pittsburgh
- Local travel and evening hours may be required, as needed
- Must be able to lift 50 lbs

COMPENSATION

Hourly rate or Stipend, to be determined and negotiated based on time commitment and scheduling constraints.

HOW TO APPLY

With the subject title "Graduate Fellow", please email a single word doc or PDF attachment (titled with your last name), including a cover letter and resume, to asukenik@downtownpittsburgh.com . Applications are due by 5 PM on Monday, March 27, 2023.

Interviews will be done on a rolling basis so please apply as soon as possible.

The Pittsburgh Downtown Partnership is an Equal Opportunity Employer

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.