



INTERNSHIP AVAILABLE

ABOUT ATLANTA DOWNTOWN (“ATL DTN”)

Central Atlanta Progress, Inc. (C-A-P) is a private, not-for-profit corporation organized under section 501(c)(4) of the U.S. Internal Revenue Code. Governed by a Board of Directors of Atlanta’s business leaders who are dues-paying members of the corporation, CAP is a community development organization that provides leadership, programs, and services to preserve and strengthen the economic vitality and quality of life of Downtown Atlanta.

The Atlanta Downtown Improvement District Inc. (A-D-I-D) founded in 1995 by CAP, is a not-for-profit corporation organized under section 501(c)(3) of the U.S. Internal Revenue Code. ADID is funded through a community improvement district within which private property owners pay special assessments and is governed by a Board of Directors of nine private-and public-sector leaders. ADID strives to create a clean, safe, hospitable, and vibrant environment for Downtown Atlanta.

Working side by side as “Atlanta Downtown” – CAP and ADID endeavor to continually grow the economic prosperity, elevate the quality of life and improve the image of Downtown Atlanta for businesses and the broader community. Learn more at www.atlantadowntown.com.

THE KELMAN INTERNSHIP

In honor of Paul B. Kelman, FACIP’s 22 years of leadership at Central Atlanta Progress and upon his retirement in 2010 the organization renamed the internship program, the Kelman Internship. Kelman is past President of the Georgia Planning Association, and a charter member of the American Planning Association. In April 2003, Paul received the first Jack F. Glatting Mentoring Award given by the Georgia Tech School of City and Regional Planning.

He began his professional career as a Commissioned Officer in the United States Public Health Service and subsequently worked for the Metropolitan Dade County Planning Department as Principal Environmental Planner. In Atlanta, Kelman worked as Chief of Environmental Planner for the Atlanta Regional Commission. He served as Vice President of CAP from 1988 to 2000 and was named Executive Vice President in July 2000. As a supervisor and a mentor to over fifty graduate student interns he developed an organizational legacy of supporting the education and experience of future Downtown advocates.

INTERN DUTIES

ATL DTN is seeking an intern to support economic development, transportation, and planning initiatives that support implementation of the [Downtown Atlanta Master Plan](#) and contribute to the lasting legacy of major special events (e.g. FIFA World Cup and College Football Championship).

Economic Development

- Support economic development and public policy related initiatives, including ATL DTN strategy around small-scale manufacturing and small business retention and recruitment efforts.
- Track ground floor and retail opportunities available in Downtown. Utilize historic and current traffic data (vehicular, pedestrian and cycle volumes) to analyze pedestrian trends, with a focus supporting economic development initiatives to recruit retail tenants.
- Conduct research and analysis to update Downtown Atlanta demographic, economic and characteristic data focused on making the case for investment in Downtown.

Planning and Capital Projects

- Conduct field work and data manipulation to develop or update Downtown sustainability, traffic operations, curbside management, and parking information.
- Support ATL DTN planning and transportation initiatives, including project implementation activities related to [The Stitch](#).

Placemaking and Activation

- Support the Planning team's efforts to explore potential partnerships and opportunities activate Downtown public spaces, including supporting existing events that occur in the area, as well as organizing and sponsoring both pop-up activity and larger special events.
- Create and maintain content for ATL DTN projects and initiatives, including maps, graphics, presentations, print collateral, written summaries, web pages, social media, and other digital communications.

DESIRED QUALIFICATIONS

Interns should be enrolled in an undergraduate or graduate program in city planning, public administration, public policy, urban studies, environmental studies, engineering, landscape architecture, or a related program, and demonstrate interest in the urban environment. Necessary skills include excellent written and oral communication, data collection and analysis, policy research, quantitative ability and proficiency with ArcGIS and standard PC software packages. Experience with graphics software (Adobe Illustrator, InDesign and Photoshop) and Content Management Systems is also desired.

AVAILABILITY REQUIRED

Interns are expected to work full-time during the Summer and part-time, estimated between 15 and 18 hours per week (typical) during the school year. Ideally internships will last for a minimum of twelve months; however, shorter and longer terms can be accommodated depending upon unique circumstances. Interns are paid an hourly wage of \$16 per hour. Interns are eligible to participate in CAP's MARTA transit subsidy program.

TO APPLY

To apply, please forward a résumé and cover letter with the email subject “ATL DTN Internship” to Alena Green at agreen@atlantadowntown.com. Applicants must communicate via cover letter details regarding their availability including how many hours per week can be worked, as well expectation regarding the duration of an internship. Only those applicants deemed qualified will be contacted. No phone calls, please.