



Planning & Economic Development Intern

The National Landing Business Improvement District (BID) is seeking a **Planning & Economic Development Intern** to support all aspects of the BID's programmatic work in economic development, community and mobility planning, and placemaking. Responsibilities for this role include:

- Provide research and data collection support for NL team and stakeholders
- Support publication efforts for all Development & Planning initiatives
- Provide editorial assistance of research publications and other written responses
- Inventory NL's office and retail landscape
- Coordinate planning engagements with key stakeholders of NL
- Assist in urban analytics, map making, and data visualization
- Support team in the execution of large-scale research projects around Innovation Districts and Smart City Development
- Other duties as required

EXPERIENCE AND QUALIFICATIONS:

- Ability to manage multiple priorities and meet deadlines with minimal supervision
- Strong organizational, written, and verbal communication skills
- High degree of accuracy and attention to detail
- Detail-oriented, self-starter, and problem-solver
- Technical capability with Microsoft Office including Word, PowerPoint, and Excel
- Expertise in ArcGIS, Tableau, and other data visualization programs a plus
- Team-oriented with a positive outlook
- Collaborative and creative mindset and ability to work in a fast-paced environment
- Familiarity with Arlington County and National Landing a plus
- Currently enrolled or completed an undergraduate or graduate program in an accredited College or University
- Must be available between early January and May 2025
- Specific start and end dates are flexible
- An extension through the summer of 2025 is also a possibility if mutually agreeable

LEARNING OUTCOMES AND BENEFITS:

- Experience and exposure to all facets of a placemaking organization
- Gain experience in project management
- Introduction to planning and development processes in the Arlington County community
- Gain presentation and public speaking experience
- Gain experience with storytelling through data

- Opportunity to build experience in community and business engagement
- Exposure to community leaders and businesses

EMPLOYMENT TYPE:

This is an in-person, part-time position working between 10 and 30 hours per week and may include remote work as well as evening and/or weekend meetings and community events).

COMPENSATION: \$22/Hour

TO APPLY:

Send a resume AND cover letter to **careers@nationallanding.org** with a subject line of "Planning & Economic Development Intern." Submissions MUST be sent by **Friday, November 15th at 5:00pm.**

About the National Landing Business Improvement District

The National Landing BID is a nonprofit public-private partnership that serves as the place management organization for the National Landing neighborhoods of Crystal City, Pentagon City, and Potomac Yard in Arlington County, Virginia. We're storytellers, placemakers, idea champions, and community builders. We bring people together through placemaking, public art, transportation, economic development, events, marketing, and promotion.

Already Virginia's largest walkable downtown, National Landing is in the midst of an exciting renaissance driven by billions of dollars in public and private investment that will deliver new and enhanced housing, offices, parks, transportation and infrastructure in the coming years.

Our mission, vision, and values

Mission: To serve as champions for the National Landing neighborhoods of Crystal City, Pentagon City, and Potomac Yard

Vision: National Landing will redefine downtown as a dynamic, mixed-use, urban center with vibrant streets, playful programming, next-generation mobility, world-class parks, and human-scaled design. Our future is sustainable and innovative, with a strong economy and inclusive community.

Values: Collaborative, creative, design-forward, fun, inclusive, innovative, people-centered, sustainable.