

CNU IS SEEKING SUMMER INTERNS

Do you want to join a team helping to build places people love? The Congress for the New Urbanism (CNU) was established in 1993 to do just that and we are currently seeking energetic, curious students to help support this mission.

Organization: The Congress for the New Urbanism (CNU) helps create vibrant and walkable cities, towns, and neighborhoods where people have diverse choices for how they live, work, shop, and get around. People want to live in well-designed places that are unique and authentic. CNU's mission is to help build those places. Visit www.cnu.org for more information.

Summary: CNU is seeking organized, efficient, and creative individuals to serve as interns at CNU's DC office. Interns at CNU gain experience in event organization, member relations, database management, and program support. Interns will work closely with CNU staff and may have the opportunity to collaborate with CNU members.

Skills and Experience:

Interns can expect to gain and develop the following skills and experiences:

Events: Speaker communications, marketing and web development, database management, and general customer service.

Membership: Data and database management, website design and coding, front-end web design, and data visualization.

Program: Research, project management, data analysis, critical thinking, grant development, and front-end web design.

Qualifications:

- Knowledge or interest in community planning, urban design, and New Urbanism
- Excellent research skills
- Excellent oral and written communication skills
- Strong familiarity with MS Word, MS Excel, MS PowerPoint software in Mac OS environment, as well as G Suite products
- Ability to prepare reports, correspondence, presentations, and other documents
- Excellent interpersonal and organizational skills
- Ability to learn independently, take initiative, and work with limited supervision
- Professional and ambitious demeanor
- Some knowledge of MailChimp, HTML, basic web-design programs such as Drupal and database operations desired but not required

Compensation: Internships are unfunded but may count for school credit in some instances.

To Apply:

Please send an email with the following to asheridan@cnu.org:

1. Cover letter describing your professional goals and interests, and preferred internship opportunity
2. Resume
3. Three references (academic or work-related)
4. Two short (1-2 page) writing samples

CNU INTERNSHIP OPPORTUNITIES

CNU internships fall into one of three categories, a brief description of each, including typical roles and responsibilities, is detailed below.

MEMBERSHIP

Reporting to CNU's Membership Engagement Coordinator, CNU's Membership Intern will support the goals and objectives of CNU's membership program through the following work:

- Data management:
 - Data entry, cleaning, organization, etc.
- Member communications focused on growth and retention:
 - Craft and execute targeted member outreach strategies
 - Research and develop member engagement strategies
 - Develop member news
 - Contribute to CNU's social media accounts
- Member and Chapter services:
 - Assist with job, RFP, and event postings for members
 - Create event registration pages in CNU's contact management database
- Tracking:
 - Develop and manage internal member database manual for staff and interns

CONGRESS

Reporting to CNU's Events Manager, CNU's Congress Intern will support the goals and objectives of CNU's annual Congress through the following work:

- Data management:
 - Data entry, cleaning, organization, etc.
 - Organize and upload session content to CNU's registration and continuing education websites
- Support Congress communications:
 - Email speakers and session organizers with pertinent session and registration information
 - Develop communications, including but not limited to social media, email and print marketing campaigns, webpages, etc.
- Tracking:
 - Compile and distribute event attendance and credit information to participants and reporting entities
 - Develop and manage internal Congress manual for staff and interns

PROGRAM

Reporting to CNU's program staff, CNU's Program Intern will support the goals and objectives of CNU's program work through the following:

- Legacy Projects:
 - Conduct survey of previous projects and compile updates
 - Develop and curate content for CNU.org
 - Support communications and outreach
- Education and Training (CNU-Accreditation, Core Curriculum, etc):
 - Manage and update CNU's New Urbanist booklist
 - Identify colleges and universities with planning and urban design programs for targeted outreach
 - Work on outreach strategy, including conducting member surveys and interviews, and collecting project work
- Charter Awards:
 - Conduct research to expand potential applicant pool
 - Update application materials
 - Develop and support communications
 - Organize applications and materials prior to annual jury weekend
- General:
 - Create database of partnership and fundraising opportunities
 - Other tasks and projects as assigned for CNU's Project for Code Reform, Project for Transportation Reform, Suburban Retrofit, etc.
 - Collect and organize CNU program files, documents, photos, and videos

ADDITIONAL WORK

In addition to the primary internship work detailed above, all interns will contribute to the following work:

- Work with CNU's senior communications advisor to solicit additional projects for CNU's project database and complete one case study per week.
- Complete data entry to record contact information from staff-collected business cards into CNU's membership database.
- Process job and RFP post requests from members through CNU's website.
- Other projects as assigned

INTERNSHIP SCHEDULE

CNU's ideal internship schedule is as follows, however, CNU reserves the right to change this schedule as needed:

January – May / June: Membership and Congress Interns needed

June – August: Membership and Program Interns needed

September – December: Membership and Program Interns needed