

Job Descriptions for the Interns 11.18

Membership and Data

Job description:

As the Membership and Data Intern, you will be responsible for working with CNU staff to accomplish CNU's goals and promote New Urbanism. Moira will be your general supervisor, but you will be working closely with Jay Shepley as your program manager. Most, but not all of your tasks will go through Jay; other tasks will be assigned to you as appropriate. Your primary responsibilities will be:

Responsibilities:

Membership Database (85%)

In September of 2018 CNU migrated to a new Customer Relationship Manager (CRM), NationBuilder. This new CRM uses data analytics, social media and community engagement tools to grow CNU's partner network and membership and provide CNU's network of influencers the infrastructure to grow the movement. As part of your duties you will:

- Help carry out daily tasks related to strategic initiatives to increase member growth – help expand the New Urbanist movement
- Perform database management operations and learn the ins and outs of membership programs in the non-profit setting
- Assist with crafting and executing strategic communications and preparing a monthly newsletter
- Learn how to use a CRM and other technical hard skills in the nonprofit setting

Other (15%)

- Research and build upon media list for CNU's Freeways Without Futures call, due September 30
- Research and build upon CNU's architecture critics contact list, due December 1
- Addition of projects to CNU's Project Database
- Other duties as assigned

Capstone Project:

TBD

Congress

Job description:

As program and Congress intern, you will be responsible for working with CNU staff to accomplish CNU's goals and promote New Urbanism. Moira will be your general supervisor, but you will be working closely with Leslie Creane as your program manager. Most, but not all of your tasks will be through Leslie, and other tasks will be assigned to you as appropriate. Your main responsibilities will include, but not be limited to:

Responsibilities:

Congress (30%)

Our annual Congress, now in its twenty-seventh year, is CNU's flagship event: the premiere national event on building better places. Each year, 1400+ attendees convene to hear from speakers, participate in workshops, collaborate on projects, and learn new strategies from leaders in dozens of fields. Our 100+ speakers and workshop leaders challenge attendees to broaden their thinking on public realm design, sustainable and neighborhood development, infrastructure engineering, public health, income and environmental equity, and addressing the multitude of issues that are arising due to climate change, just to name a few topics.

Tasks:

- Update the Congress PowerPoint with Louisville specific content, by early November 2018;
- Other duties as assigned.

Charter Awards (30%)

The CNU Charter Awards, given annually since 2001, are the world's preeminent award for urban design, placemaking, and community building. The Charter Awards are given to projects at each city building scale identified in the Charter, with special recognition reserved for the best projects at the professional and student levels. The winners not only embody and advance the principles of the Congress for the New Urbanism Charter, they have made a difference in people's lives.

Tasks:

- Using MailChimp and NationBuilder, coordinate email outreach and messaging to members and the broader network to encourage them to submit projects, October to January
- Create a PowerPoint for the jury from collected submissions, due early January 2019;
- Other duties as assigned.

Legacy Projects (30%)

Each year, in conjunction with the annual Congress, CNU invites municipalities and neighborhood organizations within the Congress's host region to apply for pro-bono technical assistance from leading urban design firms. Each expert-led Congress Legacy

Project is aimed at empowering local leaders, advocates, and residents to implement New Urbanist principles that help people and businesses in their communities thrive. Examples from previous projects include incremental designs of city owned problems in Dallas, creating a walkable and connected downtown for Hazel Park in Detroit, and creating community guidelines for a Seattle neighborhood.

Tasks:

- Organize content, such as images, presentations, and reports to help the design team with the project, ongoing;
- Other duties as assigned.

Other (10%)

- Other duties as assigned

Capstone Project: TBD

Program Intern

Job description:

As Program Intern, you will be responsible for working with CNU staff to accomplish CNU's goals and promote New Urbanism. Moira will be your general supervisor, but you will be working closely with Mallory Baches as your program manager. Most, but not all of your tasks will be through Mallory, and other tasks will be assigned to you as appropriate. Your main responsibilities will include, but not be limited to:

Project for Code Reform (40%)

CNU's Project for Code Reform seeks to streamline the municipal code reform process by providing local governments place-specific incremental zoning coding changes that address the most problematic barriers to creating and enjoying quality public spaces, building political will, and ultimately creating more safe, walkable, prosperous, and equitable places.

Tasks:

- Coordinate outreach to local governments, weekly;
- Create content for code reform outreach, including but not limited to email lists, media lists, gathering data on successes and partners, as needed;
- Other duties as assigned.

Local Government Outreach (30%)

CNU is expanding its outreach to local governments, the purpose of which is to increase local government participation at the Congress and educational platforms.

Tasks:

- Research potential supporters using NationBuilder database
- Create and send out surveys to potential supporters
- Create and present visual representation of survey findings to staff
- Plan and coordinate training sessions with members and interested supporters

CNU 2.0 (30%)

#NUFuture is an intentional, ground-up effort intended to identify and articulate an overarching goal(s) for the New Urbanist movement over the next 10-20 years. Its purpose is to help CNU accelerate and fully realize the vision of the Charter.

Tasks:

- Collect and organize #NUFuture tweets and data, weekly (tweets and data can probably be put in a spreadsheet that can later be sorted by submitter, topic, date submitted, etc.);
- Collect and organize #NUFuture submissions, weekly;
- Coordinate CNU National and Chapter specific NUFuture events, as needed;
- Other duties as assigned.

Other (20%)

- Research and build upon media list for CNU's Freeways Without Futures call, due September 30
- Addition of projects to CNU's Project Database
- Other duties as assigned

Capstone Project: TBD