



## Summer Associate Community & Economic Development

### Agency Description

Urbane Development is a community development venture that cultivates innovative solutions to build dynamic neighborhoods and positively impact underserved communities. We envision neighborhoods that are defined by their strengths and experienced as places of opportunity and innovation. Urbane's client base includes municipalities, economic development agencies, financial institutions, real estate developers, and small businesses throughout North America.

Since 2008, Urbane Development has raised over \$50 million in capital to help small business and community development initiatives in underserved areas throughout North America. The company has worked with over 1000 small businesses, representing over 1.1M SF of commercial/community facility space and has attracted over 400,000 square feet in national chain retail in over 30 underserved communities across the US, Canada, and the Caribbean. Urbane also acts as a co-developer of social impact mixed-use real estate in the New York City Metro Area.

**Job Title:** Community and Economic Development Associate

**Status:** Part Time, Contractor (with potential to convert to salaried FT/PT)

**Location:** New York, NY

Urbane Development is seeking a dynamic Associate to join the team. Under the supervision of the Urbane Development management team, the Associate will participate in research and project development for work in the following sectors: Real Estate Development, Food, Arts/Culture, Small Business Development, and Technology. The Associate will work between 20-25 hours per week.

### Key Responsibilities may include but are not limited to:

- Market Research, Analysis, and Insights
- Quantitative and Qualitative Analysis
- Technical Report Writing
- Business Modeling, Planning, and Development
- Strategic Planning and Feasibility Analysis
- Technical Assistance for Small Businesses & Entrepreneurs
- Project Management

**Desired Qualifications:**

- Bachelor's degree (B.A./B.S.) or commensurate work/internship experience; Graduate degree in relevant field preferred, and/or current graduate student.
- Prior professional experience with superior performance. Prior experience in 2 or more of the following areas preferred: Real Estate Development, Food, Arts/Culture, Small Business Development, or Technology.
- Verbal & written proficiency in one or more of the following languages is preferred (but not required): Haitian Kreyol, Spanish, Arabic, Mandarin or Urdu.
- Familiarity with GIS and other spatial mapping software is preferred.
- Detail-oriented with excellent verbal and written communication.
- Proficiency in all relevant Microsoft Office products.
- Ability to travel periodically to client-sites as dictated by business needs.

Some flexibility of schedule is allowed and required, with telecommuting a possibility depending on business needs and performance. Some travel may be required depending on business needs. Salary is commensurate with experience.

**To Apply for this Position:**

- Email [info@urbane-dev.com](mailto:info@urbane-dev.com) with "Community and Economic Development Associate" in the subject line along with your current resume and a brief cover letter/email.

Employment is contingent upon successfully passing a background check.

Urbane Development Group LTD, is an equal opportunity employer which recruits, hires, trains and promotes personnel for all job titles without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, genetic information, veteran status or any other status protected under local, state or federal laws.