



Community & Economic Development Associate

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 the US.

To date, Urbane Development has raised over \$50 million in capital to help small business, commercial/community development initiatives in low-income areas throughout North America. Since 2008, the company has worked with over 1000 small businesses, representing over 1.1M SF of commercial/community facility space. The consultancy has attracted over 400,000 square feet in national chain retail in over 35 underserved communities across the US, Canada, and the Caribbean.

Job Title: Community and Economic Development Associate

Status: Seasonal, Part-Time or Full-Time.

Location(s): New York, NY; Philadelphia, PA.

Urbane Development is currently seeking a dynamic Associate to join the team. Under the supervision of a member of the Urbane Development management team, the Associate will participate in research, consulting and project development for work in the following sectors: Economic Development, Real Estate Development, Urban Planning, Small Business Development and Technology. The Associate will work between 20-40 hours per week, based on skill, need, and preference. We are currently seeking seasonal Associates for the Summer, with the optionality to continue into the Fall/Winter based on performance and fit. We welcome Graduate Associates who are currently enrolled in related Master's and/or PhD programs.

Examples of Urbane's work that Associates have contributed to include:

- [An action plan to guide inclusive design in Detroit](#)
- [An economic impact study of the nightlife industry in New York City](#)
- [A framework for financial health at the neighborhood level](#)
- [A grocery guide to local stores in New York City's Chinatown](#)
- [The redevelopment of Flatbush Caton Market in Brooklyn](#)
- [A healthy retail initiative in Massachusetts](#)
- [A master plan for the Sunnyside Yard development in Sunnyside, Queens](#)
- Real estate development RFP submission and deal analysis
- Design of external and internal collateral, including data visualization and infographics

Additional projects can be found on our [website](#).

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
- Real Estate Finance and Pro Forma Development
- Graphic Design, Data Visualization and Visual Merchandising for Micro-Businesses

Desired Qualifications:

- Graduate degree in relevant field preferred, and/or current graduate student. Candidates with Bachelor's degree (B.A./B.S.) and commensurate work/internship experience will also be considered on a case by case basis.
- Prior professional experience with superior performance in 2 or more of the following areas preferred: Economic Development, Real Estate Development, Retail, Small Business Development, Entrepreneurship, Urban Planning, Technology, and/or Design.
- Familiarity with GIS and other spatial mapping and market analytics software is preferred (e.g. ESRI's ArcGIS Business Analyst.)
- For real estate focused Associates, knowledge of general affordable housing development and finance, Low Income Housing Tax Credit, New Market Tax Credit, and HUD financing preferred (but not required.)
- Intermediate to advanced Excel skills are a must. Proficiency in Adobe Illustrator and/or InDesign is a plus.
- Proficiency in all other relevant Microsoft Office products.
- Verbal & written proficiency in one or more of the following languages is preferred (but not required): Haitian Creole or Spanish.
- Detail-oriented with excellent verbal and written communication.
- Ability to travel periodically (and with advance warning) 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; we are also open to students requesting work for credit, or who have alternative funding mechanisms through their educational institution. Associates are not benefits-eligible during seasonal or part-time status. While we cannot guarantee that seasonal Associate work will lead to Full-Time employment, Urbane is proud to have hired four previous Summer/Fall Associates into Full-Time roles with healthcare benefits and 401k matching, three of whom are still with the organization today.

To Apply for this Position:

- Email info@urbane-dev.com with "Community and Economic Development Associate" in the subject line along with your current resume, a brief cover letter/email, and a writing sample and/or example of past work product that is deemed shareable. Please indicate desired geography for consideration (New York or Philadelphia) and whether you are seeking Part-Time or Full-Time work for the Summer.

Employment is contingent upon successfully passing a background check which includes references from previous employers. 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.