

Homes 4 Families

Urban Planning Intern

Urban Planning Duties

- Collect specific research data on Veteran Enriched Neighborhood® families as directed by Sr. Director of Program Design & Urban Planning
- Report Results of specific research data on Veteran Enriched Neighborhood® families to Sr. Director of Program Design & Urban Planning
- Create Focus Group workshops for qualitative research with the goal of further developing understanding of the needs of Veteran Enriched Neighborhood® Families
- Create documents to effectively communicate research results
- Keep general organizational and veteran statistics current in easily accessible data base
- Perform requested research analysis on demographics, government, veteran news, or other research requested by Sr. Director of Program Design & Urban Planning or Executive office.
- Assist with statistics for grants

Other Job Duties

- Assist with facilitating, and preparation of specific workshops at the My T.I.M.E. Center and other locations for the Veteran Enriched Neighborhood®
- Ability to assist clients with information regarding enrichment programs
- Be willing to work special events

Job Requirements

- Must be enrolled in or have previously completed Urban Planning Research classes at a University
- Must be able to produce fliers and documents professionally and efficiently
- Must be able to work well with veterans and/or low income populations
- Must be able to bend and lift up to 45 lbs.
- Must be able to stand or sit for 8 hours at a time
- Must have reliable transportation for all job duties
- Be able to work nights and weekends if required

Job Type: Part Time Temporary

Hourly Starting Rate: \$15.00 an hour