

# VILLAGE ALLIANCE

## PLANNING AND DATA INTERNSHIP

The Village Alliance is seeking a talented part-time intern to assist the Deputy Director with planning initiatives, community engagement, and public space management. We're looking for someone who loves digging into data and can clearly convey the stories it tells. We are a close-knit team that values creative thinking, communication, and strong organizational skills.

### Duties and Responsibilities

- Analyze economic and real estate data and present findings with engaging graphics and clear copy for internal and external communications.
- Update storefront and commercial space listings and analyze occupancy trends.
- Develop and administer community surveys and public space observational surveys.
- Support public space activations and events.
- Research public policy and write summaries with key takeaways in accessible language for the public.
- Assist with the 8th Street Block Party on September 7, 2024.

### Qualifications

- Experience with economic and demographic data, data analysis tools, and mapping.
- Skilled in writing for general audiences.
- Strong communication and organizational skills.
- Can-do attitude, comfortable around people, and a sense of humor.
- Graphic design skills are a plus.
- Able to work outside and support Village Alliance events.

### Salary

\$23/hr; 10-15 hours per week. The internship will run from June until the end of August, but it may be extended into the fall.

### To Apply

Please send a cover letter and resume to Taylor Young, Deputy Director at [taylor@greenwichvillage.nyc](mailto:taylor@greenwichvillage.nyc) by June 15. No phone calls please.