Planning Intern (P/T Position)

The Union Square Partnership (USP) is the leading advocate for the Union Square-14th Street district. The organization includes two 501(c)(3), non-profit organizations including a local development corporation and Manhattan’s first business improvement district. USP was founded over 45 years ago to promote the economic, residential and cultural vitality of the neighborhood. USP provides sanitation, public safety, business and economic development, and marketing services, hosts a wide range of community events, and invests in the beautification and maintenance of Union Square Park. The organization is overseen by the Executive Director and a Board of Directors comprised of Union Square’s leading civic leaders from the corporate sector, academic institutions and cultural community. USP has eight full time staff members, four interns, and a combined annual operating budget of $4 million.

As the planning intern you will ...

Work with the Deputy Director and Director of Planning to plan and implement programs focused on public space activation, business support and recovery, urban design, and community engagement for several current and long-term initiatives. In this role you will also learn about USP’s activities as a Business Improvement District (BID) advocating for Union Square-14th Street’s diverse community partners across the public and private sectors.

Your responsibilities include, but are not limited to...

- Assist in the planning and development of community events and programs related to the rollout and implementation of the Union Square-14th Street District Vision Plan.
- Conduct data collection and analysis to capture the district’s economic, demographic and real estate trends.
- Survey and document district conditions including streetscape elements, storefront vacancies, and street activities.
- Produce written and graphic materials for integration within USP reports and marketing materials, which may include USP’s newsletter and social media platforms.
- Research policies and legislation affecting the business and real estate community, public space management, and best practices demonstrated by other BIDs and park conservancies.
- Provide administrative support, including managing public and internal meeting minutes, responding to inbound inquiries, and representing USP at occasional community and City agency meetings.
What you’ll need to excel in this position...

- Current enrollment in an undergraduate or graduate program in Public Policy, Urban Planning, Sustainability, Landscape Architecture, and/or another relevant field.
- Familiarity with the Union Square-14th Street district and basic understanding of planning issues concerning adjacent neighborhoods in Midtown South, Greenwich Village, and the Lower East Side.
- An ability to commit to a minimum of 15 hours per week with the option for more hours, if desired.
- Minimum 4 months of continued availability, with the potential to extend the length of the internship.
- Exceptional interpersonal and organizational skills.
- Demonstrated ability to manage a varied array of projects in a fast-paced, team-oriented environment, and to dynamically set work priorities among competing needs.
- Proficiency with Adobe Creative Suite and Microsoft Office required. Familiarity with AutoCAD/Rhino, and/or ArcGIS/QGIS a plus.

What it’s like working at USP

- We are a dynamic team of public space management and community-building professionals with a deep love and appreciation for the history and potential of the Union Square-14th Street district.
- Our culture is built on transparency and all members of the team are welcome at all board and committee meetings so that everyone has a deeper understanding about how decisions are made – and your input is always welcome!
- Our team is currently working in our Union Square office three days a week, and remote two days a week. With multiple touch-bases throughout the week and chances to interact in the field, there is always an opportunity to develop relationships with every member of our team.

Interested in joining the USP team? Here’s how you apply!

USP is an equal opportunity employer. All qualified candidates are encouraged to apply. A cover letter and resume should be submitted to Jobs@unionsquarenyc.org. Please put “Planning Intern” in the subject line. Candidates are highly encouraged to include relevant work samples (e.g., maps, reports, data analysis, design portfolio, writing) as a file sharing URL (DropBox, WeTransfer, Google Drive etc.)