

Job Description

Title:	Strategy & Programs Intern	Compensation:	Paid
Type:	Internship	Duration:	May-Sept (negotiable)
Location:	Remote	Work Study:	No

About Urbanova

Founded in 2016, Urbanova is an urban innovation partnership focused on driving equitable solutions for midsize cities. We build multi-sector collaborations, develop technology, and harness new strategies to create more resilient communities. Our work improves the economic, social, and environmental equity and resilience in communities by forging collaborations, harnessing data and empowering people to discover and develop new ways to solve urban challenges. <https://urbanova.org/>

We are looking for an energetic and self-motivated Programs & Strategy Intern to join our growing urban innovation practice. If you're an ambitious individual who wants to build a career improving life in midsize cities and communities by applying your holistic skills (technical and interpersonal) to improve social, economic and environmental well-being, then we want to work with you. Your work will include research, analysis, communications, marketing, social media, preparing professional presentations, and conducting market analysis.

In addition to being an excellent communicator, you should have exceptional abilities to apply critical thinking, a curious and inquisitive mind, demonstrated project management skills, multitasking, and organizational abilities. The successful candidate will also have in-depth knowledge of strategic communications as well as marketing techniques and social media platforms.

The successful candidate will help identify and will enthusiastically take on other duties as requested.

Responsibilities:

- Perform market analysis and research on the latest trends and as requested.
- Assist with daily administrative duties.
- Design and present new social media campaign ideas.
- Monitor all social media platforms for trending news, ideas, and feedback.
- Prepare detailed professional presentations for internal and external stakeholders.
- Help with the planning and hosting of meetings and/or events. (virtual and in-person)
- Research and evaluate competitor marketing and digital content.
- Contribute to the creation of mock-ups, email campaigns, and social media content.

Requirements:

- Current (or completed) enrollment in an undergraduate (or graduate) course(s) related to Marketing, Communications, Urban Planning, Data Analytics, Business, Economics, Engineering, Public Policy or related interdisciplinary fields.
- Familiarity with business software such as Microsoft Office suite; Google Docs; and various presentation software, marketing analytics software and social media platforms.
- Excellent verbal and written communication skills.
- Must have a passion for improving midsize cities.
- Outstanding ability to take initiative, work with teams and share ideas collaboratively in a fast-paced environment.
- Prior related experience preferred.

Intern Competencies / Skills:

- Verbal communication
- Written communication
- Critical thinking
- Entrepreneurship
- Organization
- Scheduling
- Professionalism
- Customer focus
- Confidentiality

Commitment to Equity & Diversity:

Urbanova is committed to creating a workplace culture that values and elevates the lived experiences of its employees. We strive to sustain a culture that prioritizes equity, and we hold an unwavering commitment toward advancing social justice through how we lead and work with our partners, clients, and communities.