

# FALL PLANNING INTERNSHIP ANNOUNCEMENT

July 2019

The Crystal City Business Improvement District (BID) is seeking creative, entrepreneurial, and team-oriented individuals to serve as interns this fall.. Interns will have an opportunity to work in a fast-paced, start-up type environment on multi-faceted projects. This temporary, nonexempt, part-time "Planning Intern" position will serve as a generalist with involvement in a multitude of initiatives and tasks. Projects will potentially span the breadth of the BID's work across various service areas. Interns will be paid \$18.00/hour and will be required to work approximately 30-40 hours/week.

## Experience and Qualifications:

- Undergraduate or graduate student or recent graduate in urban planning, real estate, architecture, landscape architecture, urban design
- Excited about Crystal City, urbanism, planning, real estate, and placemaking
- Strong project management experience and able to work both independently and as part of a team
- Excellent written and oral communication
- Flexible and adaptive - interested in a range of subjects and participating in both office and events-related activities
- Strong graphic presentation and visualization skills (Adobe Suite, PowerPoint)
- Ability to digitize data and develop maps utilizing GIS
- Energetic, motivated to deliver high-quality work
- Professional and reliable
- Ability to work occasional weekends or evenings

Located on the Potomac River, five minutes from the center of Washington D.C., the greater Crystal City area, which includes Pentagon City and Potomac Yard - Arlington, has emerged as Virginia's largest walkable downtown. Crystal City is undergoing an exciting transformation with billions committed in private and public investment, Amazon's selection as a second headquarters location, and a thriving residential, hotel, and business community. The BID is strengthening the experience and identity of Crystal City through placemaking, public art, transportation, economic development, events, and marketing/promotion.

The BID is an Equal Opportunity Employer. It is our policy to recruit, hire, train, and promote individuals in all job titles, and administer all programs, without regard to race, color, religion, creed, age, sex, national origin or ancestry, protected veteran status, perceived disability, or status as a qualified individual with a disability, or any other category protected under applicable laws. The BID celebrates diversity and is committed to creating an inclusive workplace environment.

To apply, please send a resume and cover letter stating your interest in the role to [admin@crystalcity.org](mailto:admin@crystalcity.org) with subject line "Internship", no later than 11:59 pm on Thursday, August 15<sup>th</sup>. Those applicants requiring accommodation related to the application and/or review process should send a special request to [admin@crystalcity.org](mailto:admin@crystalcity.org). No calls or walk-ins, please.

## About the Crystal City BID

The Crystal City Business Improvement District (BID) is a non-profit organization established as a public-private partnership with Arlington County in 2006 to promote the vibrant Crystal City business, retail, restaurant, and residential community. Funded by a special tax paid by property owners within the BID's boundaries that amounts to a \$2.7 million budget, the Crystal City BID is governed by a Board of Directors elected by its membership comprised of more than 40 property owners. The BID is supporting Crystal City's exciting transformation and attractiveness as a walkable urban center. Learn more at [www.crystalcity.org](http://www.crystalcity.org).