



Data and Research Internship Job Description

The Newark Downtown District (NDD) is seeking a motivated and enthusiastic Marketing and Community Outreach Intern to join our team. This internship offers a unique opportunity to gain hands-on experience in marketing, community engagement, and urban planning while contributing to the ongoing revitalization efforts in downtown Newark. The Newark Downtown District (NDD) is seeking a dedicated and detail-oriented Data and Research Intern to assist in data entry, conduct urban planning research, and support the real estate department with data entry tasks.

Responsibilities:

- Inputting and updating data in Neon One database. Ensuring accuracy and completeness, inputting new contacts, updating existing records, and ensuring data accuracy.
- Conducting regular visual inspections of primary retail corridors in downtown Newark.
- Recording information such as tenants, vacancy rates, total storefronts, building conditions, and taking photographs of storefronts as needed.
- Administering surveys to assess the operating conditions of businesses along retail corridors.
- Engaging with businesses and collecting data on business performance, challenges, and opportunities for improvement.
- Assisting in research activities related to urban planning initiatives, economic development, and community revitalization efforts.
- Assist the Urban Planning Department in conducting site visits for the NDD Parklet Program using a checklist of NACTO guidelines.
- Utilize ESRI solutions to systematically clean inventory data pertaining to street elements, ensuring accuracy and consistency. *Training will be provided*
- Get acquainted with the new NDD Data Collection and Management system, which will be used to monitor daily operational activities. *Training will be provided.*

- Gathering data, analyzing trends, and synthesizing findings to support strategic planning processes.
- Perform other duties as assigned.

Requirements and Qualifications:

- Currently enrolled in a bachelor's or master's degree program in urban planning, data science, or a related field.
- Proficiency in data entry and database management, with experience using Neon One or similar CRM platforms preferred.
- Strong organizational skills and attention to detail, with the ability to manage and update large datasets accurately.
- Excellent communication skills, with the ability to interact professionally with diverse stakeholders.
- Self-motivated and able to work independently as well as part of a team.
- Interest in urban planning, economic development, and community engagement.

Application Process:

To apply for the NDD Data and Research Internship position, please submit your resume, cover letter, and any relevant portfolio or writing samples to marketing@downtownnewark.com. Only selected candidates will be contacted for an interview.

This is a hybrid position and will require commuting to our office in Newark, NJ for a portion of the week.