

Operations Planning Graduate Intern (Part-Time) – Winter/Spring 2019

The Downtown Alliance manages the Downtown-Lower Manhattan Business Improvement District (BID), serving an area roughly from City Hall to the Battery, from the East River to West Street. As a BID, we provide the following: supplemental security and sanitation, free transportation in Lower Manhattan, streetscape and design services, economic development advocacy, comprehensive research about Lower Manhattan, marketing and communication, and special event programming.

Position Description

The Downtown Alliance runs a free bus service, the Downtown Connection, connecting South Street Seaport to Battery Park City with 36 destination stops from river to river. In order to assess the bus service, we are currently conducting a comprehensive survey of our ridership, including onboard counts and user surveys. The Downtown Alliance is seeking a graduate student intern to work on this survey. The position will focus heavily on data processing and analysis with the opportunity to work on other planning-related projects, including streetscape and infrastructure management, public space improvements, and quality of life concerns, as needed. This position is within the Operations Planning department and responsibilities will include:

- Data entry and analysis of field collected ridership survey data on our Downtown Connection bus service;
- Creating supporting charts, graphs and maps to be used in a final report;
- Conducting field surveys as needed on issues relating to public spaces, quality of life, traffic, pedestrian experience, and streetscape conditions throughout the district; and
- Working on special projects, as needed.

Qualifications:

- Currently enrolled in a Master's in Urban Planning program, preferably with a focus on transportation planning.
- Demonstrated interest in and understanding of transportation planning and quantitative/qualitative analysis.
- Strong attention to detail and analytical skills, as well as proficiency with ArcGIS, Google Suite/Sheets, and Adobe Illustrator
- Must be comfortable handling large datasets and be able to work independently.

To Apply

All qualified graduate-level students are encouraged to apply. Please Submit cover letter, resume and any relevant work samples to narmstrong@downtownny.com no later than February 4th, 2019. Applications will be considered on a rolling basis.

This is a paid (\$16/hour), part-time position for approximately 16 hours a week for 10 weeks.