



Project & Outreach Intern Progressive Urban Management Associates, Inc.

Progressive Urban Management Associates (P.U.M.A.) is a Denver-based consulting firm that is a national leader in advancing downtown and community development. We advise clients on a wide range of management, marketing, financial and implementation tactics that help communities and organizations thrive. P.U.M.A. offers a fast-paced, fun and creative work environment that is collegial, family-friendly, and supportive. (see: www.pumaworldhq.com)

We are seeking a qualified candidate to fill a Project & Outreach Intern position that will primarily support P.U.M.A.'s community engagement for neighborhood and downtown strategic plans and statewide food justice initiative. This position will have an emphasis on scheduling and coordination for virtual meetings, research on local and national best practices, support for on-the-ground community outreach in Denver, and organization of project-related datasets.

Anticipated tasks include:

- Assist the P.U.M.A team in outreach efforts to engage with historically marginalized populations at the intersection of race (Black, Indigenous, People of Color) and class (low-to-middle-income)
- Schedule meetings with influential stakeholders for P.U.M.A. team members
- Record and compile notes from community meetings, workshops, and events
- Develop written summaries of online surveys, community engagement processes, and public meetings for neighborhood and downtown strategic planning efforts
- Conduct "best practice" research on downtown, community, and rural economic development initiatives through web-based, publication, and one-on-one interview sources
- Research and analyze local food systems, environmental conditions, and demographics to support our role in servicing the [Colorado Fresh Food Financing Fund \(CO4F\)](#).
- Manage and update databases including contact lists, coalition partners, and technical assistance providers across Colorado for CO4F
- Support the P.U.M.A. team in a variety of community engagement efforts for the [Near Northwest Area Plan](#)

Desired Qualities and Skills:

- Relevant background and/or experience working with vulnerable populations and eager to learn about the many layers that create inequities
- Strong written and verbal communication skills are essential
- Reliable availability with excellent time management skills; must be able to prioritize tasks to meet deadlines across multiple projects
- Experience or strong interest in neighborhood and community planning and passion for supporting community vitality in urban and rural settings
- Creative problem solver, collaborative team player, with a strong desire to ask questions
- Proficiency in Microsoft Excel and Word
- Fluency in another language is a plus

Compensation: \$15.00 - \$20.00 per hour, time commitment estimated to average from 15 to 20 hours per week, internship duration expected through end of Summer 2022 with a possibility for extension.

Please submit a brief letter of interest and resume in PDF format to: Jazmin Bojorquez, Project Assistant & Outreach Specialist at jazmin@pumaworldhq.com and Amanda Kannard, Senior Associate at amanda@pumaworldhq.com **by 6:00 p.m. MST on Monday, February 18, 2022.**