



## SEMESTER INTERN

### JOB DESCRIPTION & QUALIFICATIONS

The **Semester Intern** provides general administrative and research support to Charlottesville Tomorrow's Executive Director and Program Officer. Successful applicants will have strong computer and writing skills, the ability to work independently and as part of a team, and possess a strong commitment to quality growth gained through educational or professional experience on land use, transportation, and/or community design issues.

Internships are available for **Summer**, **Fall**, and **Spring** semesters. Interns are paid a monthly stipend. Full-time or part-time positions are available for college undergraduates, graduate students, and recent graduates.

### SPECIFIC DUTIES

#### Research

- Plan and conduct research on land use, transportation, community design issues, and local political candidates.
- Gather, organize, and analyze data. Use critical thinking and creatively pursue new ideas in the acquisition of knowledge to support Charlottesville Tomorrow's mission and specifically aid in the decisions of the Board and Executive Director.
- Monitor and analyze Internet blogs, e-mail, and other news sources.

#### Communications

- Create, edit and/or proof articles, news items, and calendar items according to established standards for inclusion in the Charlottesville Tomorrow's communications. Assist with production and dissemination of communication materials (e.g. preparing Internet e-mail action alerts, candidate voter guides, blog postings, podcasts, and advertisements).
- Assist with coverage of periodic Planning Commission, City Council, Board of Supervisor and other local government meetings. Assist with coverage of local election campaign events. Photograph events and publish visual, audio, and narrative summary on Charlottesville Tomorrow's website.
- Assist Executive Director and Program Officer with maintenance of website and subscriber database. Responsible for data entry related to subscriber database.

#### Administrative

- Provide administrative support for Executive Director and Program Officer (filing, copying, scheduling meetings, errands, etc.). Provide administrative support at Charlottesville Tomorrow board meetings.
- Assist with answering of phones, responding to voicemail messages, and the purchase of office supplies.

## **Other Duties and Responsibilities**

- Professionally represent Charlottesville Tomorrow in the community throughout the course of work activities. Demonstrate ethical behavior and respect for diversity through daily actions and decision making.
- Refrain from any participation in local political campaigns for City Council or Board of Supervisors. Refrain from any financial, volunteer or in-kind support of local political party work on local campaigns.
- In your professional capacity, demonstrate adherence to Charlottesville Tomorrow's non-partisan approach to local elections and objectivity on community issues in line with positions supported by the Board of Directors and Executive Director.
- Maintain confidentiality of all subscriber, donor, and voter data in accordance with Charlottesville Tomorrow's policies and procedures.
- The Intern's work schedule requires availability to cover evening events and produce timely communications on deadlines set by the Executive Director. The Executive Director and Program Officer will coordinate schedules to ensure balanced coverage of office hours and events. Arrangements may be made with the Executive Director for flexibility in work schedule.

Applicants should e-mail a cover letter and resume to:

Brian Wheeler  
Executive Director  
Charlottesville Tomorrow  
[bwheeler@cvilletomorrow.org](mailto:bwheeler@cvilletomorrow.org)

**Only electronic submissions will be considered.**