WATERBURY DEVELOPMENT CORPORATION

Job Title: Project Management Intern #1

Summary: As a Project Management Intern with the WDC team, you will be assisting our staff in the planning and implementation of various projects large and small. This role is unpaid, but has the opportunity to earn college credit for time.

Essential Duties & Responsibilities

Project Management Component:

- Assist WDC's Project Managers/Engineers on field visits
- Support WDC staff to ensure all projects and project materials are completed within scope and within budget
- Research historical documentation on projects
- Learn to manage relationships with clients and stakeholders
- Learn to create and maintain comprehensive project documentation

Fair Housing Component:

- Assist Fair Housing Officer with City's relocation efforts
- Provide Administrative Support to the Fair Housing Officer
- Learn the process of placing and removing liens on properties
- Counsel relocated tenants on program requirements and compliance under the supervision of the Fair Housing Officer
- Attend Neighborhood Blight Meetings (maintaining COVID requirements)

Administrative Component:

- Assist in maintaining WDC's historical files
- Electronically convert important historical files into WDC's system

General Requirements

- Currently enrolled in an Undergraduate or Graduate program in a related major (Project Management, Engineering, Environmental Science, Business Administration, Public Administration, Urban & Community Studies, Psychology/Human Services, History, General Studies)
- Proficiency in Microsoft Office Suites
- Ability to make deadlines in a timely and efficient manner
- Ability to work well with others and take directions
- Effective oral and written communication
- Ability to report regularly and on-time
- Self-directed, willing to take initiative, and detail-oriented

Time Commitment

- 10-20 hours per week, 2-3 days a week (Flexible)
- This is a flexible work environment with the possibility to do some of your assigned tasks from home
- 120 hours overall per semester in order to receive credit
- Summer, Fall, Winter, Spring Semesters accepted
- Preference will be given to those who can commit to a minimum of 10 weeks of service
- Work will be completed during WDC's office hours, Mon.-Fri. 8:30am to 4:30pm
- Holidays Exempt

Training & Supervision

WDC's Operations Manager will provide office training. WDC's Project Managers and other staff will provide internship-related training.

Application Requirements

- Students applying must have one year of core classes completed
- Students must currently be enrolled in an undergraduate or graduate program in a related major (Project Management, Engineering, Environmental Science, Business Administration, Public Administration, Urban & Community Studies, Psychology/Human Services, History, General Studies)
- Proof of enrollment in an education institution from a Student Advisor or University's Office of Admissions required
- Student Resume with Cover Letter

How to Apply

- Submit Cover Letter and Resume via e-mail to goewey@wdconline.org and include "Project Management Intern 1" as the subject line.

For more information regarding the Waterbury Development Corporation, please visit our website: www.wdconline.org