



Community Engagement & Development Intern

Position Description: Gould Evans + Canary is seeking a Community Engagement and Development Intern to support our spring 2019 Transit Oriented Development (TOD) efforts and events in our Phoenix studio. The internship will run from January 2019 through May 2019. This role is mainly focused on event planning, logistics and execution and requires a motivated and detail-oriented person, interested in community organization, engagement and development. This position must be able to participate in periodic night/weekend meetings and/or events.

Gould Evans is an award winning design firm, with over 150 associates across our Phoenix, San Francisco, Kansas City, Lawrence and New Orleans studios and a unique graphic, branding and interior design studio, Canary specializing in experiential environments. Gould Evans + Canary brings to you a one-stop collective that can serve all scales of design needs, from community development to architecture, interior design to brand strategy and marketing. With backgrounds ranging from urban planning, architecture, set design, advertising, to structural engineering and more, our designers thrive on learning from different perspectives and bringing our collaborative energy to the table.

Primary responsibilities include:

- Provide support with the coordination and implementation of community outreach efforts and processes for TOD-related events including events, workshops, charrettes, meetings, and other professional and public forums.
- Work with interdisciplinary teams to support small-scale and large-scale planning and development efforts.
- Ability to interact with a diverse group of project stakeholders and various community organizations with varied backgrounds and goals.
- Required to communicate through a variety of means based on the preferences of our audience and resources available (email, phone, social media, in-person, etc.)

This is a paid internship and we expect to make a staff selection in December 2018, with work beginning in January 2019. 16-24 weekly hours are required, with flexibility to accommodate academic schedule. Internship may also be applicable for school credit.

We are seeking candidates with:

- Event and project management with excellent organizational and communication skills
- Strong attention to detail, high-energy level and a demonstrated ability to take initiative
- Interest in community development, non-profit organization, events and planning
- Ability to multitask and work on deadlines within a fast-paced environment
- Intellectual curiosity, a collaborative spirit, and a proactive attitude
- Skilled using Microsoft Outlook, Excel, Publisher, PowerPoint, Social Media and online research tools
- Advanced Spanish preferred, not required

If this sounds like you, please submit your **resume, cover letter** to hr@gouldevans.com. Please, no calls about this position. EOE/AA/Veterans/Disabled