

## **Community Development Advocates of Detroit Community Planning Intern Position**

**JOB TITLE:** Intern

**REPORTS TO:** Strategic Framework Manager

### **ORGANIZATION SUMMARY:**

Community Development Advocates of Detroit (CDAD) and its supporters strive to serve as a catalyst for the transformation of Detroit neighborhoods. For 15 years, CDAD has served as the trade association for nonprofit, community-based development organizations in Detroit. Detroit is at a critical time in its history. Population loss, property value loss, abandonment and the reality of a state emergency manager are some of the challenges facing Detroit neighborhoods and residents. Through expanded membership, new community-based planning tools (Strategic Framework model), community industry reform initiative and public policy advocacy, CDAD is working to support neighborhood efforts to improve our communities.

### **JOB SUMMARY:**

Intern takes on tasks related to CDAD's Strategic Framework (SF). SF is a block-level participatory planning process that puts residents front and center of land use and quality of life planning in Detroit neighborhoods. The intern will gain experience in community planning, community engagement and developing public education materials. The intern will also be encouraged to explore other areas of CDAD's work in order to learn more about the community development landscape in Detroit.

### **DUTIES AND RESPONSIBILITIES:**

#### *Creation of Capacity Building Materials*

- create educational materials intended to help build capacity of communities seeking to implement a Strategic Framework process
- create community engagement materials to assist communities with engagement processes

#### *Support Strategic Public Meetings and Community Steering Committee*

- organize materials for community steering committee meetings and public consultation meetings
- keep and disseminate accurate records during meetings (including note taking and picture taking)
- facilitate group discussions during public consultation meetings
- preparation for public meetings (room set up, copying, distributing materials)
- create community engagement materials to assist communities with engagement processes
- support community to implement the community engagement plan (data collection, data analysis, facilitation, key informant interviews, etc.

### *Writing*

- Compile stories about CDAD's members and their work to be used in a variety of arenas
- Contribute to the CDAD monthly newsletters
- Contribute to CDAD's social media presence

### *Research*

- Creative vacant land use – national and international (especially related to CDAD typologies – e.g. Green Thoroughfares, Green Ventures, etc.)
- Compile information from the Detroit Future City framework that applies to communities that are engaging in a community planning process

### *Amendment to City Master Plan of Policies*

- Work with the CDAD Strategic Framework Committee and the City of Detroit to identify areas of community plans that can be added as amendments to the city's Master Plan of Policies.
- Support communities to translate community plans into official MPP language

### *Community Funds*

- Support communities in applying for a CDAD Placemaking Grant
- Organize community information sessions with regards to placemaking grants
- Compile basic information about Placemaking that the grant opportunity

### *General:*

- Attend and help organize staff meetings, membership meetings and other CDAD related meetings on a regular basis.

Interested applicants should contact Madhavi Reddy, CDAD's Strategic Framework Manager at [madhavireddy@cdad-online.org](mailto:madhavireddy@cdad-online.org) by September 8, 2014 at 5:00 p.m.