



## Neighbors Of Belknap Lookout

### Urban Planning Internship Description

**POSITION TITLE:** Urban Planning Intern

**ORGANIZATION:** Neighbors of Belknap Lookout (NOBL)

**LOCATION:** Grand Rapids, MI

**DURATION:** 4 months (March - June 2024)

**SCHEDULE:** Part-time, flexible, hybrid. Approximately 5-10 hours per week.

**COMPENSATION:** College Credit. Monthly stipend of \$250.

#### **ABOUT THE ORGANIZATION:**

Neighbors of Belknap Lookout (NOBL) is a non-profit, community-building neighborhood association located on the NE side of Grand Rapids. NOBL's mission is to empower residents of the Belknap neighborhood to identify their interests, support their well-being, and facilitate community health and prosperity. Since its incorporation in 1980, NOBL has actively collaborated with neighbors to develop programs and activities that address community concerns, including public safety, neighborhood beautification, and an improved quality of life.

#### **INTERNSHIP OVERVIEW:**

NOBL is seeking an enthusiastic Urban Planning Intern to join our team for a 4-month internship from March to June 2024. This internship offers a flexible hybrid schedule of approximately 5-10 hours per week and provides valuable opportunities for hands-on experience in residential urban planning and revitalization of a diverse low to moderate income neighborhood in Grand Rapids, Michigan's second largest city.

#### **QUALIFICATIONS:**

- Familiarity with CPTED (Crime Prevention through Environmental Design) principles.
- Current enrollment in a college or university program is preferred.
- Strong communication and interpersonal skills.
- Ability to work both independently.
- Passion for building and serving the community.

## **INTERNSHIP DETAILS:**

### **1. Neighborhood Housing Condition & CPTED Analysis & Recommendations:**

- Develop a housing condition & CPTED analysis tool to evaluate residential properties in a targeted area.
- Analyze data and compare it to crime mapping statistics.
- Make individualized recommendations for properties to improve compliance with CPTED principles, curb appeal, and general neighborhood function.

### **2. Project Implementation**

- Work with staff and volunteers to help residents implement CPTED and curb appeal beautification projects.

### **3. Public Education**

- Create educational materials and/or coordinate workshops in collaboration with community partners to provide residents information with insights into CPTED, resources for home repairs, and beautification services available through NOBL.

### **4. Documentation**

- Prepare a summary report documenting key outcomes, lessons learned, and recommendations for neighborhood improvements.
- Present summary to the board of directors.

## **HOW TO APPLY:**

Submit a resume and cover letter to Kristina Colby, Executive Director, at [Kristina@BelknapLookout.org](mailto:Kristina@BelknapLookout.org). Applications will be accepted until February 11. Interviews will be scheduled the week of February 19.

*NOBL is an equal opportunity employer. [Read our DEI statement](#). We encourage candidates from diverse backgrounds to apply.*

**APPLICATION CLOSING DATE:** 11:59pm, February 11, 2024