

Position Announcement

Public Works Partners is an urban planning and consulting firm in NYC guided by its mission to serve public sector and nonprofit clients. We organize our work into two practice areas – *Organizational Health* (Management Consulting) and *Community Health* (Urban Planning) – and work with civic leaders including government agencies, nonprofits, real estate developers, urban planners, architects, and engineering firms. Through our Organizational Health practice, we partner with nonprofit organizations and public agencies by offering management consulting services that reimagine how services are delivered, improve organizational capacity, and increase impact.

We are committed to creating a team that reflects the diversity of the communities in which we work. We offer competitive salaries and work in an exciting culture with an innovative team at a mission-driven organization. Our most successful candidates will:

- Thrive when given the space to bring a nimble, creative approach to the thorniest problems;
- Enthusiastically tackle tasks big and small; and
- Inevitably wind up talking about public policy at parties.

Project Coordinator, Graduate Student Intern - Organizational Health Practice

Public Works Partners is seeking a part-time Project Coordinator/Graduate Intern to support high profile client engagements in our **Organizational Health** practice in New York and cities throughout the U.S. We're looking for someone who brings a mix of sharp analytical and keen interpersonal skills, who is confident in data analysis, an excellent communicator, and who is excited to learn more about organizational management and consulting. Ideal candidates will be comfortable working in a fast-paced environment and adept at working in teams and independently.

The Project Coordinator/Graduate Intern will work on specific projects with varying timeframes. The internship is expected to begin in the summer of 2025 with the potential for up to full-time hours, followed by part-time work during the fall semester, if agreed upon. Candidates interested in part-time work in the summer are encouraged to apply.

Tasks

- Conduct primary and secondary research including conducting field research (interviews and surveys)
- Document interviews and focus group discussions with staff at all levels of an organization or community members
- Conduct desktop research including web-based searches and archival deep-dives
- Prepare materials for client projects, including presentations, agendas, maps, graphics, and written analyses
- Plan, schedule, and implement logistics for meetings and small to medium scale events
- Perform collection, cleaning, and analysis of quantitative and qualitative data
- Other special projects, opportunities, and tasks that arise and fit with the project coordinator's interests and skills

Qualifications:

- Bachelors Degree or equivalent.
- Candidate should be enrolled in a graduate program.
- Demonstrated experience or stated interest in public policy, nonprofit management, organizational development, business administration, or a related field
- Demonstrated experience or stated interest in nonprofit management, government policy and compliance, economic development, workforce development, organizational consulting, or other related fields
- Proficiency in Microsoft Office Suite including Excel and PowerPoint
- Proficiency in Google Workspace
- Experience building surveys and conducting analysis through SurveyMonkey, Google Forms, and similar tools
- Successful communication skills: clear, compelling writing; visual display of information through infographics and visual storytelling; translation of complex information into simple, clear, easily understandable work products; and strong verbal and interpersonal communications skills
- Experience conducting online research and presenting synthesis of findings
- Knowledge of data visualization and dashboard design to support data analysis and presentation
- Experience with Adobe InDesign, Canva, Miro, Adobe Photoshop, Adobe Illustrator, and other design software a plus
- Ability to multi-task while meeting multiple deadlines
- Experience or strong interest in working with nonprofits and government agencies at the local, state, and federal level

This position is based at Public Works Partners' office in New York City; the team has a hybrid work schedule. Travel to neighborhood events in New York City may be required. Salary: \$22/hour.

Public Works Partners observes COVID-19 protocols at the workplace and requires all employees to be fully vaccinated including a booster. Proof of vaccination is required for employment.

To Apply: Send your resume and cover letter to jobs@publicworkspartners.com, and indicate that you are applying for the **Organizational Health Project Coordinator** position in the subject line.

About Public Works Partners

Public Works Partners is a WBE/DBE/SBE-certified planning and consulting firm whose work strengthens organizations that strengthen communities. We drive innovation, manage change, design and develop new programs, and build organizational capacity. And we support planning efforts by engaging local stakeholders at every level and sharing our expertise in labor market analysis and job creation strategies.

Our clients benefit from our in-depth knowledge of New York City and the challenges faced by mission-driven organizations, our work across a range of policy areas from economic development to public health to human services, and the unique backgrounds and life experiences each team member brings. Our team members have held positions in New York City government and nonprofits

developing strategies to tackle urban problems, driving policies, and managing large complex programs.

This job description is for an at-will position which is non-exempt under the FLSA. Public Works Partners provides equal employment opportunities to all applicants for employment regardless of their age, race, creed, color, religion, national origin, alienage, citizenship, disability, sex, gender, sexual orientation, marital status, partnership status, military status, predisposing genetic characteristics, domestic violence status, sex offense of stalking victim status, or any other characteristics protected by federal, state or local laws.