

# COMMUNITY SOLUTIONS

## Internship Opportunity

<b>Internship Title</b>	Inspiring Places Assistant
<b>Full or Part-time</b>	Full time, around 35 hours/week
<b>Paid or Unpaid</b>	Unpaid
<b>Location</b>	Hartford, CT
<b>To apply</b>	Submit your resume and cover letter here on the CS website: <a href="https://cmtysolutions.org/internships">https://cmtysolutions.org/internships</a>
<b>Application deadline</b>	March 31, 2017
<b>Who to contact with questions</b>	Kait Miller at <a href="mailto:kmiller@cmtysolutions.org">kmiller@cmtysolutions.org</a>

### **Internship Overview**

Community Solutions (CS) is looking for a summer assistant to support our Inspiring Places team's work in Hartford, CT. Inspiring Places (IP) manages real estate projects that aim to assist Northeast Hartford residents in revitalizing their community by 1) expanding access to education, job training and placement and 2) diversifying the neighborhood's limited housing stock and retail options to disrupt its dense pockets of poverty and low income housing. Northeast Hartford is among the poorest neighborhoods in one of America's poorest cities, despite Connecticut's place among the nation's wealthiest states. It is also among the least healthy - in 2012, Connecticut's Health Equity index ranked the area number one for most potential years of life lost in the state. The neighborhood's largest employer, M. Swift & Sons gold leaf factory, closed its doors in 2004, deflating the local industrial jobs base and hastening the neighborhood's rapid economic decline.

The Inspiring Places Assistant will support the IP's team efforts to redevelop the abandoned Swift Factory as a neighborhood hub for job creation and health promotion through an oral history project.

### **Primary Duties and Responsibilities**

- Research the history of Northeast Hartford, the community, the Swift Factory, the products it made, and the people who worked there to document an oral history.
- Interview Northeast Hartford families and former Swift employees
- Compile and report on research for CS blog posts, short presentations, and other publications

- Support other real estate development and placemaking work as needed

### **Skills and Qualities Needed**

- Passion for revitalizing distressed neighborhoods and helping communities to solve other complex social problems.
- Excellent interviewing and writing skills
- Thoughtful and can easily connect with individuals from diverse backgrounds
- Interest in history, design thinking, and storytelling and oral history
- Highly organized and attentive to detail
- Experience using Google spreadsheets, docs, slides and Adobe software
- Experience with graphic design and infographics
- Ability to work independently and self-manage to achieve goals while being a strong team player
- Receives and relays criticism constructively

### **Trainings and educational opportunities offered during internship**

- Organization-wide orientation for summer interns
- Community Solutions' Agile Problem Solving Training
- Lunch meetings with CS employees, paid for by Community Solutions, to learn about the employees' roles within the organization, the projects/programs they oversee, and how their work contributes to CS' mission
- Participation in team meetings and all-staff meetings
- Regular check-ins with supervisor for feedback and guidance

### **Work environment**

The Inspiring Places assistant will work from Community Solutions' office in Hartford, CT