



**Internship with Cooper's Ferry Partnership:  
Position Description with Goals, Duties, Expectations, & Skills  
Summer 2019**

**Background:**

Cooper's Ferry Partnership (CFP) was founded in 1984 as a private, non-profit corporation dedicated to coherently planning and implementing high-quality urban redevelopment projects in order to help replenish Camden's depleted tax base and to create a significant number of jobs for city residents. From 1984 until 2000, CFP worked to fulfill its mission by concentrating solely on the redevelopment of Camden's downtown waterfront. Serving as overall planner, promoter, and master developer, CFDA has attracted and coordinated more than \$660 million of private and public investment to the city's downtown waterfront. With this focused approach, CFP successfully put in place the building blocks for a vibrant, mixed-use waterfront community, which is anchored by family entertainment venues, office buildings & residential lofts. Most recently, CFP partnered with several neighborhood groups and residents throughout Camden in the planning and implementation of community driven plans. CFP offers technical assistance with the fundraising and grant writing, capacity building, project management, and community outreach with a variety of components within the neighborhood plans.

In 2011, CFP expanded the company and portfolio into a citywide community and economic development corporation. Through this process, CFP has three district divisions:

- Business Development Division: oversees new public and private investment opportunities and redevelopment throughout the City, including a new office building;
- Community Initiatives: partners with local community development groups to assist in the planning and implementation of neighborhood plans as well as assistance in its implementation of priority projects; and
- Downtown & Policy: manages the Camden Special Service District (bringing enhanced maintenance and security to the downtown and neighborhood commercial corridors) and coordinate special events as well as new policy initiatives like the regional trails, residential/façade improvement programs, and local sourcing.

Vision: The vision is to make Camden a thriving and resilient City.

Mission: The mission is to serve as the catalyst for the preservation and growth of a vibrant Camden. Cooper's Ferry Partnership is facilitating the revival of the City of Camden creating an environment where people choose to live, work, and invest. We develop visionary, long-range plans for the redevelopment of Camden's waterfronts and work with private sector, government and community partners to make these plans a reality.

**Goals:**

1. To provide a productive work experience in the field of community and economic development in an urban environment.
2. To provide exposure to a wide variety of project management experiences in the following fields: grant writing, non-profit operations and fundraising, organizational budgeting, park and infrastructure development, community outreach and planning, workforce development, brownfield remediation, and organizational capacity/growth.
3. To interface with city residents, local community development corporations (CDCs), public sector agencies, non-profit organization (NPOs), private foundations, and private stakeholders in the field of community and economic development.

**Expectations:**

1. Students are expected to have strong written and verbal communication, and interpersonal skills as well as good organizational, time management, and problem solving skills.
2. Students are expected to adhere to an agreed upon work schedule, and maintain clear and consistent records of activities and hours spent related to the internship.
3. Project managers in the office are responsible for providing comprehensive oversight for projects (throughout the planning, funding, design, permitting, and construction phases). Students are expected to help manage, facilitate, and assist staff with these efforts.
4. Students are expected to be extremely detailed oriented individuals.
5. Students are expected to be extremely knowledgeable with social media
6. The office is a business environment. Therefore, all staff and interns are expected to act and behave in a first class business manner, including but not limited to dress attire, interactions, and demeanor.

**Position Description:**

During the course of this internship, the intern will be tasked with working within a division supporting a project manager, primarily in waterfront communities in the areas of community engagement, special events and policy, open space and recreation, infrastructure, and workforce development. Areas of concentration include:

1. Non-Profit Operations and Fundraising: An integral component for all non-profit organizations is the ongoing research, identification of funders, corresponding reporting, and financial tracking for grant funds. The student will be asked to help support senior staff with these tasks and work on at least grant application (writing, editing, obtaining letters of support, collaborating with partner organizations, compiling budgets, and assembling final packages).
2. Community Initiatives & Business Development: CFP is currently working with its partners on the following projects and will be looking for support with these tasks
  - a. Camden Works (new program to lead local employment and local sourcing)
    - i. Research and lead grant funding requests to support local initiatives
    - ii. Identify new physical location for downtown office space
    - iii. Work with senior staff on full staffing and onboarding for new office and/or organization
    - iv. Support the creation and launch of marketing campaign (including but not limited to traditional and social media platforms)
    - v. Coordinate with city and stakeholders
    - vi. Assist with organizational launch and new business growth
      1. If/when office opens, supporting with new operations
        - a. Local sourcing: creation and continuous updating of local business list
        - b. Local employment: creation and continuous updating of employment locations and resident tracking
  - b. Camden Special Service District - Business Improvement District (BID)
    - i. Support executive director with the management and deliverables for the BID consultant
    - ii. Research and facilitate the required city council study for the BID's boundaries, best practices, assessments, and advisory board members (to be completed this calendar year)
    - iii. Assist with financials for the invoicing of fee for services, contracts, and board dues

- iv. Assist with contract management
  - v. Assist with on the street inspections, observations, and photo documentation
- c. Public Infrastructure
- i. Support senior staff with concept development infrastructure projects (including but not limited to communication and reporting with stakeholders, meeting schedules, public outreach, facility coordination, meeting minutes, and consultant management)
  - ii. Assist with project management of infrastructure design projects, including consultant management, invoice billing and tracking, coordination with stakeholders and approval of project by funders.
  - iii. Assist with project management of infrastructure construction projects including consultant and construction contractors, stakeholder coordination, meeting minutes, billing and tracking.
- d. Camden POWER
- i. Support CFP staff with the outreach, marketing, intake, contracting, and construction for remaining homes under existing city contract
  - ii. Coordinate and help with various reporting and invoicing requirements
  - iii. Research and help prepare the appropriate submissions for any future funding opportunities for home improvements
- e. City Youth Summit:
- i. The City of Camden is hosting a youth summit as part of a series to engage Camden's youth. The summit will take place in the fall and will offer motivational speakers, workshops on various topics and a resource fair where students can sign up for activities or services.
  - ii. Planning will include securing location, busing, marketing, workshop speakers/facilitators and registration.

**Qualifications and Skills:** The ideal candidate will possess strong written and communication skills and the ability to work well in groups and independently; availability to assist CFP with occasional special events.

It is preferred but not necessary that candidates have a working knowledge of Excel, PowerPoint, Word, and Adobe Suite.