1. **Name of Host:** City of Amsterdam Department of Community and Economic Development.

2. **Host Background Information:** City Government chartered 1885 under the laws of the State of New York to perform a broad range of governmental activities to provide for the general wellbeing of its citizens. For more information, see: www.amsterdamny.gov.

3. **Internship Project Name/Title:** Community and Economic Development Specialist.

4. **Internship Position/Project Context:** In an era of ever-increasing budget constraints, municipalities must find new ways to provide for community and economic development and increased governmental efficiencies without raising taxes. We must find simpler, better, cheaper ways to do what needs to be done today while simultaneously positioning our cities for future growth, not continuous decay. And we must do both by creating programs and products that can be shared among many municipalities.

5. **Internship Position Description:** Working with the City of Amsterdam’s Director of Community and Economic Development and Head of Parks and Recreation, the intern will help launch and provide support for the City of Amsterdam’s “BUILDING BETTER BLOCKS” program, a new program being developed to help citizens improve and maintain their homes, landscapes, and neighborhoods. The project will address a specific portion of Downtown Amsterdam over three years, but may be repeated in another area at another time. The phases are:

   **PHASE I (2015):** Identify which portion of downtown will be addressed; analyze other programs for program ideas; create an advisory and action committee of local stakeholders for advice, buy-in, and project implementation support; examine possible branding and marketing concepts; develop a three year action plan and funding strategy. Implement two local kick-off events and plan two recurring fundraising events to raise money for the project while increasing Amsterdam’s favorable exposure. The fundraising events are:

   a. **SHUTTLEWORTH REGATTA:** A competition at be held at Shuttleworth Park where contestants organized by age categories race water craft built exclusively with cardboard and duct tape.

   b. **BRIDGE DAY RUN:** A foot race from Amsterdam’s South Side (the historic Erie Canal village of Port Jackson) across the Mohawk Valley Gateway Overlook to Main Street.

   **PHASE II (2016):** Help coordinate the two fundraising events above, establish means to continue and enlarge them in subsequent years with minimal oversight of the City of Amsterdam Recreation Department. With advisory and action committee, develop priorities for using funds from the above events in the designated area. Implement two BUILDING BETTER BLOCK events.
PHASE III (2017): Act as project manager for implementation of improvements in the designated area. Examine the feasibility of creating a Business Improvement District (BID) or some similar organization to continue operation in the designated area in the future and replicating the above process in adjacent or similar areas.

6. **Basic Qualifications and Preferred Experience:**

   - Superior writing and presentation skills.
   - Ability to think systemically and logically.
   - Attention to detail.
   - Working knowledge of Microsoft Office Suite (Word, Power Point, Excel, etc). A strong knowledge of data bases (e.g., Excel) is preferred but not required.
   - Drivers License valid in New York State.

7. **Internship Schedule:** 32 hours (80%) of a standard forty-hour work week to be devoted to position requirements; 8 hours (20%) to the CALS community engagement project for a total of ten weeks. It is preferred that this 20% be taken as either one eight-hour day or two four-hour days, but the host can be flexible in this regard.

8. **Expected Outcomes for Intern:**

   - General knowledge of community and economic dynamics of Upstate New York (particularly urban areas).
   - General knowledge of New York State local government: laws, structure, operations, planning procedures, grants and funding environment, etc.
   - Practical experience in working with local government officials, business and property owners, and the general public in a public sector setting.
   - Practical experience in developing forms, procedures, graphic tools, and database for government and public use.
   - Detailed knowledge of best practices to deal with specific problem area addressed.
   - A concrete, complete, and demonstrable example of individual work product for use in resume/portfolio.

9. **Location of Assignment:** Department of Community and Economic Development, Amsterdam City Hall, 61 Church Street, Amsterdam, New York 12010.

10. **Other:**
• The intern will be required to sign a waiver that holds harmless the City of Amsterdam, its employees, officials, volunteers, and other participants for any bodily injury or property damage that is not the direct result of the negligence of the City of Amsterdam. Also, to sign an agreement requiring the appropriate handling of confidential or proprietary information encountered as part of the work assigned.

• A city vehicle, credentials, camera, and other required equipment will be furnished for the use of the intern during the period of assignment.

• Work will infrequently require visits to the Montgomery County offices in Fonda, New York (seven miles distant).

• The City of Amsterdam authorizes CALS to share the products of this project with any interested municipality, without any specific property information, and with appropriate credit to CALS, City of Amsterdam, and the involved individuals.