

CPED, Housing Policy and Development

2019 Urban Scholars Position Description

Job Duties

Graduate

1. Minneapolis Homes Housing Development Application Support – 100 hours

Goal: Support the review applications for the development of housing on City owned parcels that are an opportunity to create missing middle housing.

- Intake applications for funding of housing developments
 - Catalog applications received
 - Check-in documents and review for missing items
- Support review process, coordinate between staff members
 - Manage review sheets
 - Schedule meetings
- Draft language for Requests for Council Action, monitor timelines
- Create and revise template documents to support review processes

2. Complete Neighborhood Stabilization Program (NSP) Outcomes Report – 250 hours

Goal: Develop report detailing NSP program impacts on Minneapolis Neighborhoods

- Collect Program Data
 - Consolidate data from City applications and shared drives
 - Format and prepare final data tables
- Coordinate with Research staff to develop dashboard reports
 - Clean existing data for inclusion
 - Review reports for accuracy
- Communicate with development partners to obtain success stories, photos, etc. for the report
- Draft report on outcomes including:
 - An analysis of overall impact
 - Neighborhood Clustering
 - Per Unit Subsidy
 - Household demographics served
 - Neighborhoods invested in
 - Coordination with local partners
 - Best practices for future single family housing activities
- Work with staff to present report to City Council
 - Draft Council presentation

3. Marketing of Minneapolis Homes – 20 hours

Goal: Support the update of the Minneapolis Homes webpage to make the program more approachable and accessible

- Review and update website materials
- Support staff creation of videos and online training modules

- Help facilitate community outreach
 - Check-in participants and provide information
 - Review and update materials
- 4. Perform due diligence related to CPED Real Estate dispositions and acquisitions – 20 hours

Goal: Support the staff in accepting property applications, acquiring and selling City property.

- Monitor Minneapolis Homes email inbox
- Notify staff of property offers and help prepare due diligence for review
- Support staff in seeking approvals for property sales, acquisitions, and program updates/changes

Job Skills

Ability to conduct research assignments, prepare, and present reports.

Technical skills including Microsoft Office, Advanced Excel, and Powerpoint

Technical skills in GIS, Tableau

Attention to Detail

Highly organized

Ability to manage multiple projects at once and work with multiple staff members