



Karp Strategies – Job Posting for Graduate Analyst (Graduate Student Intern - PAID) Stakeholder Engagement, Renewable Energy + Public Policy

Summer/Fall 2022 (Immediate Hire)

****Graduate Analysts must be currently enrolled in graduate school***

About the Role

Karp Strategies is actively interviewing for a PT Graduate Analyst (Graduate Student Intern) with a passion and talent for community/stakeholder engagement, outreach, public policy, workforce development, and renewable energy for immediate hire. Graduate Analysts have a critical role in client and internal projects and are fully involved with many aspects of the consulting process. Under supervision of senior team members, Graduate Analysts conduct data analysis and research, data visualization and graphic representation and create business development and client facing materials including proposals or marketing collateral. Graduate Analysts provide broad project support and assistance. When applicable, Graduate Analysts will also lead independent workstreams. Graduate Analysts typically work 20-25 hours/week. This position will support a significant client project that Karp Strategies already has underway. For this role, first year graduate students will be expected to stay with the firm through summer and fall semesters. At the end of your graduate program, Karp Strategies has created a bridge program that offers Graduate Analysts an opportunity to become a full-time Analyst dependent on the needs of the firm at the time.

Key Job Responsibilities

- **Support data analysis** of all kinds: economic, demographic, real estate, market. Determine what kind of changes are going on in neighborhoods and what those changes mean.
- **Support qualitative analysis, stakeholder engagement, and research**, including focus groups, interviews, briefings, and meetings, to triangulate data or as a standalone project. Design training guides for facilitators. Manage related logistics and support, including preparation of engagement and analysis materials.
- **Project manage the heck out of whatever you are working on**, utilizing schedules, project plans, shared file systems, and communication apps. Graduate Analysts often play an assistant project manager role on larger projects.
- **Design infographics, data visualizations, and graphic representations** of policy, process, and analytical findings to support client projects, business development efforts, and other initiatives with Adobe Suite programs.
- **Work in a maturing start-up environment** with a close-knit team and our project partners on misc. tasks, big or small, as they arise.
- **Support business development efforts**, including proposal research/writing, research on partner firms, site visits, as needed.
- **Strong writing and/or design** experience is a must to give the range of projects and client types.

- **Multilingual written and oral skills (particularly Spanish, Chinese, Cantonese and Russian)** are highly regarded as part of our work with diverse communities across the country.
- **A deep curiosity** about planning issues and an interest in incorporating an equity lens to our work is strongly encouraged.

What We Seek

To excel in this position, interested candidates should demonstrate 1-3 years of work experience in the above areas and/or equivalent training in school, with an emphasis on stakeholder outreach, engagement, renewable energy, graphic design, research, and writing with a background in government, non-profit, community planning organizations, private sector, consulting, or a related field. Fluency in Adobe Suite, namely, InDesign is required, and Illustrator is preferred. Fluency in Spanish is highly regarded. Enrollment in graduate school is required. Successful candidates in this role are likely individuals who love fast paced work with people who love what they do, and who love working together – we are some of the most engaged, passionate people around. The expectation is for you to work with us 20-25 hours/week during the school semester, and continue through the summer.

Likely Content Areas

- Stakeholder engagement
- Urban policy analysis and development
- Workforce development
- Economic and community revitalization
- Zoning analysis
- Clean and Renewable Energy
- Offshore wind
- Port/waterfront industry
- Community benefits agreements
- Small businesses/industrial/manufacturing districts and access

Salary + Benefits

The salary range for a Business Development Graduate Analyst is \$20-30/hour based on previous relevant experience and skills. Placement of a candidate within this salary band will be based on the competencies crucial to success in the role on rated proficiency for each area.

About Karp Strategies

Karp Strategies is an urban planning strategy consulting firm that builds stronger communities and thriving cities. We partner with our cross-sector clients to identify their unique needs and provide tailored solutions. We take analysis to action to allow our clients to make better decisions and build stronger communities, economies, and cities. We deeply value our holistic analytic methods and maintain strong core values around equity, access, and community engagement when working on planning and development projects.

We work on projects around the country, with projects currently underway or starting across the NYC region and increasingly nationwide. Our team works at the sweet spot where data, people,

and place intersect. We strive to understand what drives change in places and how people, businesses, and institutions exist and can thrive within that change. We value and celebrate diversity and inclusion in our team. We share a commitment to social, racial, and economic justice.

Karp Strategies celebrated seven years in June 2022. Since inception, we've grown tremendously from one person to a team of 35. Current projects range from economic and community development planning initiatives to stakeholder analysis and engagement, from infrastructure feasibility and resiliency studies to real estate advisory. Karp Strategies is working with many of the industry's most dynamic partner firms and clients on pressing, timely challenges facing the country, region, and our city. As of February 2022, we are observing our hybrid protocols that require staff to be in office 2-3 days.

Application Details

If these issues pique your interest, we'd love to hear from you. Please send a professional resume, letter of interest, and work samples (writing AND data/design) to jobs@karpstrategies.com. If you possess language skills beyond English, please share a demonstration of your capabilities. While doing all of these tasks/project types previously is not a hiring requirement, having some experience is advantageous and expected. Interested candidates should demonstrate 1-2 years of work experience in a combination of the areas of responsibility described above, and background either with government, community planning or consulting. Fluency in the Adobe Suite, particularly InDesign, is highly desired. A Bachelor's degree is required.

We encourage all who are interested to apply. We will be reviewing applications on a rolling basis.

This job description is for an at-will position that is non-exempt under the FLSA. Karp Strategies 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.