

**Position Title:** Intern  
**Reports To:** Director of Real Estate Development  
**Hours:** 15-20 hours per week  
**Salary:** \$15 per hour

**Organization Overview:**

Created in 2011, the Alliance fosters economic development and urban redevelopment through public-private collaborations, job creation incentives, and the coordination of public agency functions. With its collaboration with the City of Oklahoma City, the Greater Oklahoma City Chamber and private entities, the Alliance acts as a “one-stop-shop” for businesses in need of assistance from the public sector.

**Position Summary:**

The intern will support the various projects of the Alliance and its team members. Duties include project management, mapping, research, real estate document management, contracting with approved vendors, report preparation, administrative tasks, and other tasks as assigned.

**Experience and Education:**

The ideal candidate will be in a graduate program for urban planning, public administration, architecture, landscape architecture, or other closely related field. Professional experience, especially in real estate development or local government administration, will be considered a plus.

**Required Skills:**

Requirements include strong attention to detail, critical thinking and problem-solving skills, and the ability to work independently to complete tasks in a timely and professional manner. The intern must have a strong background in mapping and design, including proficiency in ArcMap, Microsoft Office Suite, and Adobe Creative Suite software. Maturity, discretion and integrity are critical character traits for this position.

**Email resumes to:**

**Cassi Poor, Director of Real Estate Development**  
[cassi.poor@theallianceokc.org](mailto:cassi.poor@theallianceokc.org)

**Write “Internship Application” in the subject line.**