



Karp Strategies – Job Posting for Graduate Associates, Fall 2018

Karp Strategies is an urban planning strategy consulting firm that partners with our clients to identify their unique needs and provide tailored solutions. We help clients across sectors take analysis to action to allow them to make better decisions – and ultimately, to build stronger communities and better cities. We deeply value our holistic analytic methods, and maintain strong core values that equity and upside can go hand in hand 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 Boston. 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.

Karp Strategies celebrated three years in June, and we've grown tremendously since inception from one person to a team of seven, with offices in Manhattan's Financial District, in a space that offers fabulous amenities. (Fitness classes and meditation? Got it. Nap room? Done. Coffee? Of course. Water views? Yep – Lady Liberty keeps us inspired.) We value and celebrate diversity and inclusion in our team.

With current projects ranging from economic and community development planning initiatives to stakeholder analysis and engagement, from evaluations of affordable housing policies to infrastructure feasibility studies, from real estate advisory to zoning analysis, 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 our company kicks off additional projects, we seek to meet thinkers and doers interested in joining us who care as much about urban change and neighborhoods as we do. Karp Strategies is actively interviewing for one to two Graduate Associates to join our team to begin as early as late August. Graduate Associates at Karp Strategies are typically current graduate students who work with us as key members of our team. You will have an active role in both our client and internal projects, work closely with the Karp Strategies leadership team and other companies that we may partner with, and be involved with many aspects of the consulting process. We expect Graduate Associates to work with us several days per week, given the opportunities you will have to be active in client projects.

Likely Daily Tasks (Project Dependent):



- **Analyze data** of all kinds: economic, demographic, real estate, market. Determine what kind of changes are going on in neighborhoods and what those changes mean.
- **Lead and support qualitative analysis, stakeholder engagement, and research**, including focus groups, interviews, briefings, and meetings, to triangulate data or as standalone project. Design training guides for facilitators. Manage related logistics.
- **Project manage the heck out of whatever you are working on**, utilizing schedules, project plans, shared file systems, and communication apps.
- **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 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 given the range of projects and client types.
- **Experience working with traditionally underserved populations** is preferred.
- **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.

Likely Content Areas (Project Dependent):

- Transformative public spaces
- Economic and community revitalization
- Real estate analysis and advisory
- Zoning analysis
- Affordable housing
- Shoreline stabilization/activation + resiliency
- Tech enablement/utilization
- Port/waterfront industry
- Catalytic transportation redevelopment
- Urban policy
- Workforce development
- Small businesses/industrial/manufacturing districts and access
- Health in planning
- Stakeholder engagement



If these piques 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 info@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. Fluency in the Adobe Suite, particularly InDesign, is required.

We encourage all whom are interested to apply. This is a paid position, with additional opportunities for professional training, skills development, and networking. We are interviewing on a rolling basis.

This job description is for an at-will position which 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.