

# We're seeking 8 Graduate Fellows

**APPLY TODAY FOR  
A PRATT CENTER  
GRADUATE  
FELLOWSHIP**

Each year, Pratt Center for Community Development selects a number of graduate students to work alongside staff members on urban planning and policy projects. Pratt Center interviews applicants and selects those who best fit the organization and its work. Each fellow is assigned to a staff member who supervises their work and provides training and career mentorship. The fellowship requires two days a week (14 hours) of work during the 2021-2022 school year. Fellows are paid a stipend toward their tuition of \$3,000 per semester.

The fellowship provides a unique opportunity for graduate students to apply what they learn in school to the “real world” practice of planning and community development, as well as networking opportunities that can facilitate job placement after graduation. Pratt Center Fellows have the opportunity to meet and work with a broad spectrum of community-based organizations, city agencies, citywide think tanks, and elected officials with whom Pratt Center engages throughout New York City.

In addition to their day-to-day work, there are monthly facilitated workshops that give fellows a chance to go in-depth on several relevant topics such as using data to tell stories; approaches to and considerations for engaging community stakeholders; and planning through the lens of racial justice.

**PRATT  
CENTER  
FOR**  
**COMMUNITY  
DEVELOPMENT**

# Archives Administration Fellow

## FELLOWSHIP POSITIONS

### ■ Archives Administration Fellow

Communications & Media Fellow

Made in NYC Marketing Fellow

Made in NYC Membership Fellow

Made in NYC Program Fellow

Planning & Policy Fellows (2 Positions)

Sustainable Community Development Fellow

### Pratt Center Archives Administration Fellow

The ideal candidate has strong research and analysis skills and is highly organized; is interested in community engagement as a tool to build more resilient communities; is self-directed; has a working knowledge of the basics of climate change and sustainability; and is committed to working towards environmental and racial justice.

We're seeking a fellow who will help Pratt Center organize its archives, which represent almost 60 years of Pratt Center's pioneering work in community development in NYC. For some background on our origins, please see this video. For context on our present work, please see our website.

The fellow will help Pratt Center operations staff with locating, identifying and drafting descriptions of physical materials in documents onsite at Pratt Center's offices and at Pratt Institute Library. Other duties to be assigned may include liaising and coordinating with Pratt Institute library staff to physically move and transport materials, internet-based research to establish context and provenance of materials, and communicating with former Pratt Center staff and partners to collect additional detail on materials.

We welcome students from all departments and no prior disciplinary expertise is required. However, we are looking for someone who is:

- organized, in thought and action
- rigorous in their note taking and documentation, as per clear instructions provided by supervisor
- conscientious of their work and meeting deadlines - delivers work on time and of high quality
- capable of communicating clearly in writing with all people involved in the project

Some physical activity may be required— moving boxes of documents up to 15 pounds. Work will be 30% remote, 70% in person.

## HOW TO APPLY

Interested students who have completed at least one semester of study should send a resume and cover letter as a single PDF to Paula Crespo at [pcrespo@prattcenter.net](mailto:pcrespo@prattcenter.net). Please include your name in the PDF's title, and use the subject line: "Pratt Center fellowship application." Indicate the fellowship position for which you are applying; you may ask to be considered for more than one position.

# Communications & Media Fellow

## FELLOWSHIP POSITIONS

Archives Administration Fellow

### ■ Communications & Media Fellow

Made in NYC Marketing Fellow

Made in NYC Membership Fellow

Made in NYC Program Fellow

Planning & Policy Fellows (2 Positions)

Sustainable Community Development Fellow

This fellow will be responsible for activities to amplify awareness of Pratt Center's work alongside low- and moderate-income communities of color in New York City. Under the supervision of the Director of Development, the Communications/Media Fellow will collaborate with Pratt Center's staff to identify potential stories and produce narratives in a variety of media for Pratt Center's promotional efforts. They will gain exposure to the priorities and workflows of a nonprofit organization's communications pipeline and contribute to media campaigns and content creation.

Responsibilities include:

- Assist communications staff to strategize, develop, create, and implement content across a variety of channels
- Help coordinate campaigns across digital media, including website, email, Twitter, Facebook, Instagram, and LinkedIn, etc.
- Track and report on news coverage of Pratt Center and partners and package this for internal and external consumption
- Assist in identifying innovative promotional opportunities for Pratt Center projects, including lectures, conferences, festivals, etc.

We welcome students from all departments. Strong written and verbal communication skills are required.

## HOW TO APPLY

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# Made in NYC Marketing Fellow

## FELLOWSHIP POSITIONS

Archives Administration  
Fellow

Communications  
& Media Fellow

### ■ **Made in NYC Marketing Fellow**

Made in NYC  
Membership Fellow

Made in NYC  
Program Fellow

Planning & Policy  
Fellows (2 Positions)

Sustainable Community  
Development Fellow

Pratt Center's Made in NYC initiative is looking for a Program Fellow to support programming logistics and event planning activities. Made in NYC is a dynamic, creative and collaborative team passionate about supporting New York City's manufacturing community. The Program Fellow will work on key Made in NYC projects such as Made in NYC Learning Lab, Made in NYC Week, Made in NYC Webinars and our Made Here, Meet Here networking series.

Made in NYC is a local branding initiative that supports New York City's manufacturing and maker community. Made in NYC helps local manufacturers and makers to grow through marketing and branding resources, skills-building opportunities, and access to a supportive community of peers. Made in NYC is a membership based initiative with 1,400+ member businesses in all five boroughs making everything from hot sauce to handbags to neon signs.

Responsibilities include:

- Creating visual assets for newsletters and social media
- Communications tasks such as drafting copy for social media posts and website articles
- Support with the creative development of social media campaigns such as our annual Holiday Campaign, Made in NYC Week, Black History Month, Women's History Month, AAPI Heritage Month, Pride Month, and others
- Maintain and update Made in NYC news articles and public facing content
- Outreach to member companies to coordinate content for all public facing campaigns

Skills and Interests

Strong written and verbal communication skills are required. Experience with website management, graphic design, marketing, and community outreach preferred. Candidates should have an interest in urban manufacturing, marketing, branding, small business support, BIPOC-owned businesses and/or economic justice. Local knowledge of New York City is a plus. Proficiency in Adobe suite and/or Canva is required.

## HOW TO APPLY

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# Made in NYC Membership Fellow

## FELLOWSHIP POSITIONS

Archives Administration  
Fellow

Communications  
& Media Fellow

Made in NYC  
Marketing Fellow

### ■ **Made in NYC Membership Fellow**

Made in NYC  
Program Fellow

Planning & Policy  
Fellows (2 Positions)

Sustainable Community  
Development Fellow

Pratt Center's Made in NYC initiative is looking for a Membership Fellow to support member engagement and recruitment activities. Made in NYC is a dynamic, creative and collaborative team passionate about supporting New York City's manufacturing community. The Membership Fellow will help us grow and support our member base and work on key Made in NYC projects like Made in NYC Week, Made in NYC Learning Lab and our Made Here, Meet Here networking series.

Made in NYC is a local branding initiative that supports New York City's manufacturing and maker community. Made in NYC helps local manufacturers and makers to grow through marketing and branding resources, skills-building opportunities, and access to a supportive community of peers. Made in NYC is a membership based initiative with 1,400+ member businesses in all five boroughs making everything from hot sauce to handbags to neon signs.

Responsibilities include:

- Onboarding new Made in NYC members
- Email and phone outreach to businesses
- New member recruitment through emails, phone calls, social media and in-person outreach at outdoor markets and events (COVID safe protocols will be followed for all in-person activities)
- Maintain and update Made in NYC website membership database and resources
- Research on potential new Made in NYC members

Skills and Interests

Strong written and verbal communication skills are required. Experience with website management, marketing, event planning and community outreach preferred. Candidates should have an interest in urban manufacturing, marketing, branding, small business support, BIPOC-owned businesses and/or economic justice. Local knowledge of New York City is a plus.

## HOW TO APPLY

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# Made in NYC Program Fellow

## FELLOWSHIP POSITIONS

Archives Administration  
Fellow

Communications  
& Media Fellow

Made in NYC  
Marketing Fellow

Made in NYC  
Membership Fellow

### ■ **Made in NYC Program Fellow**

Planning & Policy  
Fellows (2 Positions)

Sustainable Community  
Development Fellow

Pratt Center's Made in NYC initiative is looking for a Program Fellow to support programming logistics and event planning activities. Made in NYC is a dynamic, creative and collaborative team passionate about supporting New York City's manufacturing community. The Program Fellow will work on key Made in NYC projects such as Made in NYC Learning Lab, Made in NYC Week, Made in NYC Webinars and our Made Here, Meet Here networking series.

Made in NYC is a local branding initiative that supports New York City's manufacturing and maker community. Made in NYC helps local manufacturers and makers to grow through marketing and branding resources, skills-building opportunities, and access to a supportive community of peers. Made in NYC is a membership based initiative with 1,400+ member businesses in all five boroughs making everything from hot sauce to handbags to neon signs.

Responsibilities include:

- Assist with planning and organizing Made in NYC Week and Made in NYC Learning Lab
- Assist with coordinating events and meetings for and about manufacturers
- Research and aggregate resources and events
- Maintain and update Made in NYC website event listings and resources
- Email and phone outreach to MINYC businesses
- Support all Made in NYC programs and events as needed

Skills and Interests

Strong written and verbal communication skills are required. Experience with website management, marketing, event planning and community outreach preferred. Candidates should have an interest in urban manufacturing, marketing, branding, small business support, BIPOC-owned businesses and/or economic justice. Local knowledge of New York City is a plus.

## HOW TO APPLY

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COMMUNITY  
DEVELOPMENT  
PRATT  
CENTER  
FOR

**Pratt**

# Planning & Policy Fellows (2 Positions)

## FELLOWSHIP POSITIONS

Archives Administration  
Fellow

Communications  
& Media Fellow

Made in NYC  
Marketing Fellow

Made in NYC  
Membership Fellow

Made in NYC  
Program Fellow

### ■ **Planning & Policy Fellows (2 positions)**

Sustainable Community  
Development Fellow

These fellows will work on several of Pratt Center's planning and policy projects, including but not limited to those related to neighborhood rezonings and to the East Side Coastal Resiliency project.

Responsibilities include:

- Researching policy issues and planning precedents related to land use, public review processes, resilience, and other topics and producing memos that synthesize information
- Synthesizing findings from research into written (and potentially visual/spatial) formats
- Facilitating small group conversations at community forums
- Gathering and analyzing primary and secondary data (e.g., Census, community surveys, etc.)
- Creating materials that explain planning and policy concepts and related data in easy-to-understand and visual ways
- Tracking active policy conversations through media, meetings, and publications from community partners and other actors in the field

Strong written and verbal communication skills are required. Local knowledge of New York City is a plus.

## HOW TO APPLY

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# Sustainable Community Development Fellow

## FELLOWSHIP POSITIONS

Archives Administration Fellow

Communications & Media Fellow

Made in NYC Marketing Fellow

Made in NYC Membership Fellow

Made in NYC Program Fellow

Planning & Policy Fellows (2 Positions)

### ■ Sustainable Community Development Fellow

The Sustainable Community Development Fellow will work on projects focused on climate resiliency, energy efficiency, and sustainability at the New York City Housing Authority (NYCHA) and in small 1-4 unit residential buildings. NYCHA is New York City's biggest landlord, housing over 400,000 New Yorkers in 302 developments across the five boroughs. With the onset of climate change, these developments and the residents within face big challenges in staying safe from future climate hazards and ensuring that these communities are as sustainable as possible. New York City also has over 863,000 1-4 family homes, with an estimated of those owned by low-or-moderate-income homeowners. These buildings face numerous challenges in implementing energy efficiency and resiliency measures and maintaining affordability, and Pratt Center has led numerous initiatives working to create better designed programs to help these homeowners access the benefits of clean energy.

The Sustainable Community Development Fellow will support Pratt's Senior Program Manager of Sustainability on projects related to those two specific areas of focus.

Responsibilities include:

- Assisting in the design and development of a variety of tools to elucidate complex climate, sustainability, and planning concepts into plain, easy-to-understand language and visuals
- Providing research and analysis support on a waste management study being conducted with NYCHA
- Supporting the development of a new pilot to retrofit 2-family homes in Central Brooklyn

## HOW TO APPLY

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