



## Research Internship/Part-Time Contract Opportunity Progressive Urban Management Associates

[www.pumaworldhq.com](http://www.pumaworldhq.com)

Denver, CO (or remote)

Progressive Urban Management Associates (P.U.M.A.) is a small, Denver-based consulting firm that is a national leader in downtown and community planning. Our core services include downtown strategic plans, Business Improvement District (BID) formations, community vision plans, economic development strategies, and market analyses. We are about to celebrate 30 years helping clients around the country create and sustain thriving places. P.U.M.A. offers a fast-paced, fun, and creative work environment that is collegial, family-friendly, and supportive.

We are seeking a qualified Research Intern or Part-Time Contractor that will support the development of P.U.M.A.'s **2023 Global Trends Report**. Since 2007, P.U.M.A.'s Global Trends Report has become a go-to resource for downtowns throughout the country, offering forecasts on how changing demographics, lifestyles, and disruptions are shaping downtowns. (For more information on prior versions of the report, see: [www.pumaworldhq.com/global-trends](http://www.pumaworldhq.com/global-trends))

We are looking for someone who loves research, data, writing, and future-oriented thinking about how broad trends are shaping our cities and downtowns. More details on tasks and desired qualities can be found below.

### Anticipated tasks include:

- Research that requires both qualitative and quantitative skills
- Conduct broad scans for reports, studies, articles, and data analysis on various trends, ranging from demographics to mobility and beyond
- Detailed documentation of findings from above scans and research
- Critical thinking to help identify and finetune the trends that will be highlighted
- Generate concise written summaries of detailed research findings
- *Additional tasks may include those related to P.U.M.A.'s varied client-based projects around the country. However, research to support our Global Trends report is the primary function.*

### Desired qualities and skills:

- Relevant background and/or education in urban planning, geography, sociology, or a similar field
- Excellent writing skills
- Strong communication skills
- Demonstrated experience in research-based work
- Ability to sift through and distill large amounts of content, to determine what's most important and reputable vs. what's not
- Detail-oriented and self-motivated
- Reliable availability with excellent time management skills; must be able to prioritize tasks
- Collaborative team player and willing to learn and take direction
- Proficiency in Microsoft Office Suite
- Natural curiosity about cities and downtowns, and thinking about how they work and their future

**Compensation:** \$17.00-\$20.00 per hour; time commitment estimated to average from 15 to 20 hours per week; duration of contract expected through spring 2023 (i.e., April-May), but will be dependent on project timeline and workflow

**Flexible Location:** P.U.M.A. has offices in Denver, CO (headquarters) and Louisville, KY. There is an option for this position to be remote.

**To apply:** Please submit a brief letter of interest and resume in PDF format to Daniel Makela ([daniel@pumaworldhq.com](mailto:daniel@pumaworldhq.com)). Applications are due by **5:00 p.m. ET on Friday, January 13.**