



Position:	Omni CRA Intern	Opening Date:	April 25, 2025
Salary:	\$15 - \$18/ hour	Closing Date:	May 9, 2025
Job Type:	Part-time (20-30 hours/week)	Summer:	2025

Nature of work

The Omni CRA is excited to offer a unique opportunity to two candidates to join our team as Community Redevelopment Interns. This hands-on role is perfect for students or recent graduates who are passionate about public service, community development, and making a real impact in Miami.

Interns will support day-to-day operations, help with community engagement and social media outreach, assist in coordinating events, and contribute to projects that support the CRA's mission. It's a great chance to build professional experience while supporting the ongoing revitalization of the district.

Working Conditions

This position blends office-based tasks with field work throughout the Omni CRA district. Interns will have flexible hours to accommodate school schedules, with some daytime availability required.

Duties & Responsibilities:

Responsibilities may include, but are not limited to:

- Assisting in the day-to-day operations of the CRA, including answering calls organizing files, and greeting visitors.
- Participating in and providing general support to staff initiatives such as small business support, facade programs.
- Supporting staff in preparing materials and presentations for meetings and informational sessions.
- Supporting public outreach and community meetings.
- Supporting social media and communications efforts by drafting captions, capturing photos/video, and help schedule posts across platforms.
- Researching neighborhood trends and compiling community data.
- Preparing simple reports, summaries, or presentations.
- Interacting with residents, stakeholders, and visitors in a professional and friendly way.
- Conducting field visits to CRA assisted project sites and helping document progress through photos and notes.

Education, Experience and Other Requirements (Minimum Requirements)

- Currently enrolled or recently graduated from a college/university program in public administration, communications, marketing, urban studies, or a related field.
- Comfortable using Microsoft Office and social media platforms like Instagram, Facebook, and X.
- Strong written and verbal communication skills.
- Friendly, team-oriented, and dependable.
- Bilingual in English/Spanish or English/Creole is a plus.
- Valid Florida driver's license is a plus but not required.

Application Information: All applicants must submit a cover letter, resume and supporting minimum requirement documents to <mailto:omnicra@miamigov.com>