

Property & Concessions Management Intern

Philadelphia, PA

Position Description

Philadelphia Parks & Recreation is seeking a business intern to assist with the selection and implementation of a contract and asset management software system for the Property & Concession Management Division. The Division manages Parks & Recreation's relationship with over 40 concessionaires and 126 tenant organizations. The person in this position will assist management with evaluating the Division's contract and asset management needs, identifying the appropriate software program and implementing the contract management system that best meets the identified needs. Additional responsibilities include day to day oversight of the Parks and Recreation Program and Facilities Fund as well as conducting evaluation visits to concession locations.

Qualifications

Applicant must:

- Possess strong analytical and organizing skills
- Be skilled in the use of Microsoft Office computer programs including Excel and Access
- Be familiar with asset management and contract management software
- Demonstrate strong verbal and written communication skills
- Be a graduate student or upper classman undergraduate seeking a business related degree
- Possess an ability to manage multiple and competing priorities
- Be a resident of the City of Philadelphia

Location

One Parkway Building, 1515 Arch Street Philadelphia, PA 19012

Hours

This is a part-time, non-permanent position, 20 hours per week (no benefits). This position requires a 6-month commitment from the selected applicant, with a potential 3 month extension (for a total of 9 months) if both employer and employee desire to continue working together.

Pay: \$15/hour

Start date: Immediately

How to Apply

Qualified applicants should email a cover letter and resume to robert.allen@phila.gov

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.



**PHILADELPHIA
PARKS & RECREATION**