



Job Title:	Data and Operations Intern
Department:	Operations
Reports To:	Vice President, Operations & Planning and Operations and Engagement Coordinator
Compensation:	\$20.00/hour
Location:	New York, NY
Direct Reports:	No
Travel Requirements:	No
FLSA Classification:	Non-Exempt
Work Hours:	10:00 AM-4:00 PM, Monday through Thursday, or as assigned; occasional weekends as assigned
Start Date:	On or about June 1, 2026
End Date:	On or About August 31, 2026
Date Revised:	April 8, 2026

Fifth Avenue Association:

The Fifth Avenue Association (FAA) is the Business Improvement District (BID) dedicated to ensuring Fifth Avenue remains one of the most iconic commercial corridors in the world. Since 1907, FAA has played a key role in shaping Fifth Avenue into a premier destination for luxury retail, culture, and tourism.

The district spans Fifth Avenue from 46th Street to 61st Street and includes 57th Street from Madison Avenue to Sixth Avenue. Within this corridor are more than 100 world-class flagship stores, hotels, restaurants, and cultural landmarks. FAA works in partnership with property owners, businesses, and public agencies to enhance the vibrancy, safety, and appeal of the district through operations, marketing initiatives, and public realm improvements that support visitors and the broader New York City community.

Position Summary:

The Fifth Avenue Association seeks a current college-level undergraduate/graduate student or recent graduate to support operations and data initiatives on a short-term basis as an intern. This role requires strong organizational and communication skills, attention to detail, and the ability to manage multiple tasks simultaneously.

The Data and Operations Intern will assist with contact management, database development, data collection, field asset tracking, and general operational support. The intern will help research, design, create, and/or update/maintain internal databases related to storefront occupancy, stakeholder contacts, and field assets (e.g., map street furniture) located within the Fifth Avenue business



improvement district, maintain internal databases related to storefront occupancy, stakeholder contacts, and field assets (e.g. map street furniture) located within the Fifth Avenue business improvement district. The role will also support public realm and operational projects, including assisting with the opening of the pedestrian space surrounding Pulitzer Fountain Plaza and supporting the operational stand-up, coordination, and ongoing management of the space.

Essential Duties:

Duties

- Provide general administrative support to the operations department, and executive team including research, analysis, data collection/management filing, and recordkeeping.
- Collaborate with other departments (e.g. Marketing and Events) as needed to support cross-functional initiatives and projects.
- Research, design, create and/or update/maintain databases for storefront occupancy, stakeholder contacts, and field assets, and other datasets maintained by the Association.
- Support preparation of basic reports, spreadsheets, and presentations related to operations and district data.
- Other duties as assigned.

Qualifications:

- College undergraduate/graduate student or recent graduate.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office suite, including Word, PowerPoint, Excel.
- Experience using database management platform(s) (e.g. Salesforce, Airtable, etc.), GIS mapping software and/or graphic design skills a plus.
- Experience using Zoom and other tools for remote collaboration.
- Strong attention to detail.
- Interest in retail, hospitality, urban operations, or public realm management is a plus. Experience building or maintaining databases, spreadsheets, or contact lists is also helpful.

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental Requirements:

- Ability to cheerfully and positively interact and communicate verbally and in writing.
- Ability to maintain composure under stress and when dealing with interpersonal conflict.
- Ability to work cooperatively and productively with co-workers and stakeholders.

Physical Requirements: (with or without the aid of mechanical devices)

- Ability to work some nights and weekends.
- Ability to sustain sedentary work for prolonged periods sitting at a desk, working on a computer, and regularly using other standard office equipment such as phones, photocopiers, and filing cabinets.
- Ability to read, in English, various complex documents, frequently in small print.



- Ability to lift up to 30 pounds occasionally and/or exert force frequently to lift, carry, push, pull, or otherwise move objects, including the human body.
- Ability to respond to audible emergency signals/alarms on equipment and fire alarm.
- Ability to communicate clearly on a telephone.

How to Apply:

Interested applicants should submit a cover letter and resume addressed to Riley Lenane, Operations and Engagement Coordinator via email to Riley at fifthavenue.nyc.

Equal Employment:

Fifth Avenue Association is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, veteran status, status as an individual with a disability, or other applicable legally protected characteristics.

This position description outlines the general nature and level of work assigned to individuals who function in this job. This description is not exhaustive; other duties and responsibilities may be assigned. Our employees are vital to the mission of Fifth Avenue Association, and we expect that all employees will conduct themselves in a professional and respectful manner that reflects our core values.