

PLANNING INTERN (SEASONAL)

GENERAL STATEMENT OF DUTIES: Provides support to a team of planners. Collects data for planning projects related to transportation, community development, solid waste planning, and other various activities. Assists staff in putting together materials for public meetings. Conducts basic office functions as needed, such as data entry and file management.

STATEMENT OF TASKS:

Assists GCMPC staff in collecting and preparing data for various planning projects;
Conducts field work for data collection activities;
Prepares planning reports of limited or variable complexity
Assists planning staff at community meetings
Researches funding sources for future grant proposals

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Basic understanding of planning principles;
Competency in various computer programs;
Strong research and analytical skills;
Ability to work effectively in a team environment

MINIMUM QUALIFICATIONS:

Must be a current student pursuing a degree in Urban and/or Regional Planning, Resource Planning, Urban Studies, Public Administration, or Geography, Environmental Science and Sustainability or other related degrees.

Position will pay \$15.00 per hour.


Human Resources Director

Established: December 12, 2018

Revised: February 4, 2019