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**Job Description:** Planning Intern

**Department:** Community Planning Economic Development

The Planning Intern is an entry-level, part-time, temporary position, responsible for performing a variety of zoning, planning, and economic development tasks. The Intern would be expected to work independently on some projects and closely with the CPED department on other projects concurrently under the direction of the Director of Community Planning & Economic Development. Principal responsibilities of the Intern include supporting the strategies of the Comprehensive Economic Development Strategy (CEDS) and performing moderately technical planning and zoning duties.

**Typical Duties and Responsibilities**

* Provide general support and assistance to the Community Planning & Economic Development Team in the areas of current planning and permit reviews, business surveys, long-range planning, strategic planning, Zoning administration, and code enforcement.
* Work with a variety of stakeholders on zoning, business surveys, and development-related questions, requests, and applications.
* Compile and analyze data on economic, social, and physical factors affecting the community.
* Research, collect, compile, record, and summarize technical data, and assist higher-level planning staff to assemble documentation for projects and presentations.
* Assist in the enhancement of the department’s record-keeping systems by organizing and computerizing files.
* Assist with digitizing planning, zoning, and subdivision records.
* Assist with economic development efforts, including but not limited to preparation of marketing materials, data collection of marketing trends, and maintenance of available commercial property listing.
* Participate in a variety of special projects as assigned.
* Conducts field work, collects parcel data, and searches land records.
* Assists planning staff with community meetings.
* Research funding sources and writes grant proposals.
* Conducts basic office functions as needed, such as data entry, file management, and customer service.

**Typical Knowledge**

* Basic understanding of planning principles.
* Specific knowledge relating to pertinent specialty, such as affordable housing, transportation, or land use.
* Competency in various computer software programs, such as Office 365, Excel.

**Typical Skills**

* Strong written and oral communication skills
* Strong research and analytical skills
* Motivated self-starter able to work independently.
* Ability to work effectively in a Team environment.
* Flexibility and desire to work on varying planning projects.

**Minimum Qualifications**

Most planning internships require some relevant coursework in the planning field along with an interest in the planning profession and relevant planning specifications. Depending on the nature of the intended workload, some organizations are more rigid than others regarding qualifications for interns.

Learn more at [www.oldcolonyplanning.org](http://www.oldcolonyplanning.org)

*Old Colony Planning Council provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*