

Strategic Planning Intern - Volunteer

City of Oakland

Planning, Building, and Neighborhood Preservation Department – Planning Division

The City of Oakland Planning and Zoning Division is seeking a part-time or full-time volunteer intern to help staff with long-range planning projects. The main projects the intern would be working on are the effort to update the Mobile Food Vending regulations (such as mobile food trucks and carts) and assisting with various area plans the City is working on including: the Lake Merritt BART Station Specific Plan, the West Oakland Specific Plan, Broadway-Valdez Specific Plan, and implementation of the International Boulevard Corridor Plan. The internship provides a great opportunity to learn about long-range planning at the City.

Skills and Abilities: Minimum qualifications include at least one year of academic and/or work experience in City & Regional Planning or a closely related field, proficiency with Microsoft Word and Excel, and strong graphic, writing, and mapping capabilities. It is beneficial for interns to be comfortable using ArcGIS, which would include having skills in basic map design and experience performing attribute and spatial queries. Advanced skills with graphics programs (e.g. Illustrator, Photoshop, and Publisher) or advanced GIS skills are desirable.

Compensation: This is an unpaid position. For current students, it may be possible to earn academic credit for the internship work.

Availability: Interns should be available to work at least 15 hours per week during regular business hours. Days of the week and hours are flexible. We are aiming for a start date in mid-April.

Applications due by: Wednesday, April 4, 2012

Please send a resume and cover letter to the attention of **Laura Kaminski, AICP.**

Email: lkaminski@oaklandnet.com

Fax: (510) 238-6538

Mailing address:

City of Oakland

Planning and Zoning Division, Strategic Planning

250 Frank H. Ogawa Plaza, Suite 3315

Oakland, CA 94612