

Community Development/Planning Intern Positions – Office of Mayor Arreguin

The office of Mayor Arreguin is seeking a highly motivated and dynamic graduate or undergraduate student for the spring term.

The Vision 2050 Community Development/Planning Intern will assist with the planning, development, facilitation and implementation of a community workshop series for the [Mayor's Vision 2050 project](#). An equitable community engagement process is critical to making our city more livable, healthy and safe for all of our residents. Through Vision 2050, we are hoping to foster a larger discussion about the kind of city we hope to have in the future, and the steps we can take together today to get there.

Duties

- Support the ongoing development of a robust and equitable community development/planning process for Vision 2050
- Review existing community engagement efforts to date
- Help develop a community workshop structure and series to engage multiple learners based on best planning practices
- Help develop community engagement strategy to roll out workshop series
- Contribute to our community outreach efforts, day-to-day and planning of events as needed
- Attend and/or coordinate public meetings or events related to position
- Participate in the facilitation of workshops and/or help prepare others to do facilitate

Education Requirements

Although graduate students are preferred, undergraduate students will also be considered. Positions are best suited for those with backgrounds in Planning, Community Development, Public Health, Architecture, Public Administration, and Public Policy, but anyone with experience or knowledge of community engagement processes and passion for the subject are encouraged to apply.

Requirements

- Knowledge and experience with subject(s) above, with a desire to learn more
- Experience and/or desire to work with diverse groups of community members facilitating feedback and interest in the City's work
- Ability to work independently and collaboratively
- Strong interpersonal skills
- Ability to prioritize workflow and meet deadlines in a fast paced environment
- Reliable, driven and energetic
- Masters students preferred

Time Commitment

Business hours are 9-6pm, Monday thru Friday, with occasional events during the evening or weekend, dependent on workshop schedule. A flexible 5-15 hours during the spring term. Committing to entire term is preferred.

About the Internship

Working in the Mayor's office is an excellent opportunity to gain firsthand experience in a fast-paced governmental office, while directly improving the lives of Berkeley residents.

Our office is an open and collaborative place, and it is just as important to us to help you grow professionally as it is to ensure solid deliverables. Many of the issues our interns have worked on in the past for the Mayor's Office have become city law. Interns have developed economic and housing policies, green building standards, amendments to the zoning ordinance to include urban agriculture, and detailed research and reports on homelessness, green bonds, sustainable financing, public banks and public safety. Interns will play an integral role in the development of local and regional policy, as well as the mayoral platform.

Although internships are unpaid, there are numerous benefits working for the Mayor's Office:

- Develop desired skillsets such as becoming an expert on a topic within your chosen field, contributing to plans and policies that will be implemented, understanding the legislative process, designing outreach materials, facilitating events, managing social media and marketing efforts, and building your resume.
- Apply academic skills in a workplace setting
- Build your resume and explore a potential career path
- Expand your network in fields of interest
- Fulfill college/university internship requirements

About the Office of Mayor Arreguin

Jesse Arreguin was sworn in as Berkeley's first Latino Mayor on December 1, 2016 after serving as the District 4 Councilmember for eight years. His office is dedicated to addressing issues of affordability, sustainability, and equity both locally and regionally.

To Apply

Please send your resume and cover letter to Brandi Campbell at BCampbell@cityofberkeley.info. The cover letter is an opportunity to describe career and academic goals, to elaborate upon personal and academic accomplishments, to share areas of interest that relate to the internship and/or to identify what type of internship experience is being sought. Please include GPA and preferred start and end dates, as well if you will be receiving academic credit for the internship. Submissions will be accepted until positions filled.