

## City of Berkeley Planning and Development Department: Paid Planning Internship

Gain experience to jump-start your planning career. Develop professional writing, research and presentation skills. Learn about the many stakeholders and participants in the city planning process. Participate from a City perspective, and gain political astuteness.

The City of Berkeley Land Use Planning Division seeks an intern with strong analytic skills and attention to details, solid understanding of planning and development, a desire to learn, and an interest in honing skills to assist with the Adeline Corridor Specific Plan planning process.

Under the lead of the Principal Planner managing the project, the qualified candidate will assist with all aspects of the planning process including:

- Assisting with outreach to the community through preparation for and attendance at numerous public meetings and workshops;
- Designing informative maps, meeting notices and other materials;
- Updating the project website;
- Researching pertinent planning issues, such as affordable housing and anti-displacement strategies and equitable development strategies;
- Collecting and analyzing data;
- Interacting with staff from other City Departments and public agencies (e.g. BART, AC Transit, Caltrans, ABAG, MTC) involved with the project.

**Salary/Duration:** Salary is **\$17.94/hour** with a **maximum of 19 hours per week**. Duration is a minimum of six (6) months and may be extended. This position does not offer health or other benefits.

**Qualifications:** The internship is available to current college students or recent graduates. The ideal candidates will: be an undergraduate (in their junior or senior year) or graduate student in Urban Studies, City Planning, Architecture, Public Policy, Geography, or other related fields; possess excellent organizational and communication skills; be proficient with Microsoft Office and Adobe Creative Suite; be proficient with ArcGIS (not required). Must also be able to work independently and follow through with assigned tasks.

**Contact:** Interested individuals should submit: 1) a cover letter with an explanation of your interest in the internship and any past experience (work or education); 2) a resume; and 3) one writing sample (five pages max.) to **Alisa Shen, Principal Planner**, [ashen@cityofberkeley.info](mailto:ashen@cityofberkeley.info)

**Deadline:** We are seeking to fill this position as soon as possible. We will review applications and may schedule interviews on a rolling basis up until the final application deadline. Interested candidates should submit complete applications, as soon as possible and no later than **Friday, September 8, 2017**.