



CITY OF TEMPE INTERNSHIP PROGRAM

Community Development Department: Planning Division

POSITION DESCRIPTION

The City of Tempe Planning Division provides interns with the opportunity to gain valuable work experience within the professional public planning field. This is an unpaid internship with a time commitment of 12-15 hours per week for the duration of the school semester (Fall, Spring, and Summer).

RESPONSIBILITIES

Through this program an intern will learn and be responsible for completing in-depth analysis, aiding with research, assisting planning staff with day-to-day assignments, shadowing staff and attending meetings. Other responsibilities include but are not limited to the following:

- Conducting research and assisting planners with planning cases
- Creating, posting, and maintaining city signs for planning cases
- Other activities that assist with the day-to-day maintenance of the department

QUALIFICATIONS

The following skills, knowledge and/or abilities required by an intern include but are not limited to the following:

- Understanding of public service and employment within a political environment;
- Ability to think critically and analytically;
- Strong written and oral communication skills;
- Professional attitude and strong interpersonal skills;
- Knowledge of applicable computer programs such as Word, Excel, Adobe, ArcGIS or ability to learn technologies as needed;
- Ability to work outside in the heat and carry up to 40 pounds.

Education and Experience: Must currently be enrolled in a college-level (undergraduates preferred) program of study in Urban Planning, Geography, Urban Studies, Public Administration, or any related field.

Licenses/Certifications: This position requires the possession of, or ability to obtain, a valid Arizona driver's license.

Location: 31 E. 5th St. Garden Level, Tempe, AZ 85281

To Apply: Send a resume and cover letter to
Diana Kaminski, Principal Planner diana_kaminski@tempe.gov