

URBAN PLANNING INTERN

DESCRIPTION

As one of Arizona's most prominent land use law firms, our exceptional staff of attorneys and planners have successfully handled intensely complex legal scenarios for some of the state's largest and most sophisticated clients. Since 1996, our office's work ethic, values, and legal expertise have helped guide clients through the labyrinth of federal, state, and local agencies and review bodies.

Withey Morris Baugh currently has an opening for an **Urban Planning Intern**. This opportunity will provide valuable, real-world experience to help you prepare for an entry-level professional planning role, with a focus on the entitlement and land development process. The successful candidate for this position will perform functions related to research of various ordinances, codes and general plans across several jurisdictions. The successful candidate will provide administrative and technical support related to current planning functions, as well as a range of other professional duties related to the entitlement process.

Position responsibilities include, but are not limited to, the following:

- Prepare maps, exhibits, and other graphics to support research, applications and presentations
- Provide support in the preparation and filing of rezoning, site plan, zoning adjustment, and other land use entitlement applications.
- Assist with public notification, neighborhood meeting, and public hearing activities
- Assist with initial entitlement due diligence research tasks including review of city records, ordinances, plans, and other applicable information
- Assist in maintaining digital and physical project records
- Draft project timelines and tracks tasks/deliverables
- Performs other duties as assigned or required

Experience and Qualifications:

- Enrolled in a Bachelor's or Graduate Degree program in Urban Planning or a related field. **Students currently enrolled in their senior year, or Graduate level program strongly preferred.**
- Basic understanding of the common principles, practices, and methods used in Urban Planning
- Proficient with Microsoft Office products including Word, Outlook, Excel, and PowerPoint. Basic knowledge in using Adobe Photoshop and GIS is also preferred.
- Must have strong verbal and written communications skills, the ability to manage multiple tasks, excellent research skills, and the ability to work independently in a fast-paced environment.
- Excellent attention to detail and fast learner.
- Must have a valid driver's license with acceptable driving record and have their own vehicle.

Paid Internship

This opportunity is a paid internship opportunity. WMB will also participate in a for-credit college program, as approved by an applicable college.

Schedule

Intern has the flexibility to set weekly schedule within firm operating hours, M-F, 9 am – 5 pm. Occasional attendance for evening time neighborhood meetings and public hearings may be required.

How to Apply

Interviews will be conducted on a rolling basis. To be considered for this position please send a cover letter and resume to:

Stephanie Watney, AICP
Land Use Planner
stephanie@wmbattorneys.com
(602) 230-0600