

CURRENT AND LONG-RANGE PLANNING INTERN

Arizona Planning and Paralegal Solutions announces an internship opportunity, to begin January 7, 2019.

Nature of Work: Intern needed for a busy consulting company – Arizona Planning and Paralegal Solutions. Arizona Planning and Paralegal Solutions serves clients in both the public and private sector with an emphasis on current planning and long-range planning activities and regulations.

Learning Objectives: At the end of the internship, the intern should be able to:

- 1) Effectively research and analyze complex zoning and land use regulations in Arizona and across the United States,
- 2) Evaluate property characteristics using a variety of tools from GIS, Assessor Maps and other online tools,
- 3) Prepare draft documents (i.e. zoning compliance reports, public participation plans and reports, basic zoning exhibits, project narratives and the results of research projects),
- 4) Obtain and review documents related to public hearings and prepare for and participate in public and neighborhood meetings,
- 5) Conduct site visits and provide meaningful information about the visit,
- 6) Communicate effectively with local and national planning departments (and related departments) to request and obtain information
- 7) Prepare planning submittal packages and submit information for approval,
- 8) Effectively manage a project,
- 9) Revise, improve and/or summarize zoning and land use regulations,
- 10) Prepare and/or analyze a site plan and
- 11) Gain a basic understanding of land surveys, appraisals, and a variety of public records.

Qualifications: Must have access to a computer, scanner, printer and cell phone with a camera. Having your own laptop is a plus. Must be proficient in Microsoft Word, Excel, PowerPoint and Adobe Acrobat DC (or similar program to view, create, manipulate, print and manage PDF documents). Must be able to professionally, patiently and courteously communicate with customers via telephone, email and at times, in person. Must be able to write and speak professionally. Must be adaptable and willing to do multiple tasks at all levels of the company (i.e. some administrative work will be required). The ideal candidate will have their own transportation and be able to travel occasionally to local planning departments and public and/or neighborhood meetings. **Above all, prioritizing responsibilities and meeting deadlines is imperative.**

Compensation: There is a stipend associated with this internship in the amount of \$1,000, which is paid in two installments, at the middle and end of the spring semester. In addition, the intern can earn 2-4 credits in PUP 484 or PUP 584 (see <http://sgsup.asu.edu/interncredit> for credit details.)

If the intern's work is not satisfactory, the student will be given notice and will be paid a stipend proportional to the portion of the internship that was completed.

Time Requirement: Student works an average of 5 to 10 hours per week, with a total of 90 hours required to earn 2 credits, 135 to earn 3 credits, and 180 to earn 4 credits.

Work schedule: Ideally, the intern will be available an average of 1 to 2 hours per day between the hours of 9 a.m. and 6 p.m. An alternate schedule may be available in certain circumstances and depending on the nature of the work project. An evening public meeting may be required during the course of the internship.

Location: Work to be done by student in a location of their choosing, with regular phone/skype/in-person meetings with supervisor. Some outside meetings will be required.

More Information: For more information, please contact Michelle Dahlke at azplanning.paralegalsolutions@gmail.com or call/text Michelle Dahlke at 480-228-2150.

To Apply: Send a resume, cover letter, the name of one reference who can comment on your abilities for this internship and a writing sample to: Michelle Dahlke at azplanning.paralegalsolutions@gmail.com.

Deadlines: Apply for internship by **December 17, 2018**