Planning Intern

The City of Maricopa is searching for a highly talented and driven Land Use Planning Intern (part-time) to support the Economic and Community Development Department to gain local land use planning knowledge. This position is unpaid and will last approximately 3-5 months, up to 20 hours per week. This position works onsite at Maricopa City Hall where COVID-19 precautions are currently being taken, and typical hours are 7:00am to 6:00pm. **Targeted start date May 3, 2021.**

**Nature of Work:** The Planning Intern is part of the Planning and Zoning Division and reports to the Planning and Zoning Manager. The Intern will assist the department with special projects and research, processing land use applications and permits, office support duties, and site and landscape inspections.

**Learning Objectives:** At the end of the internship, the student will be able to conduct research and analysis, write professional letters and reports, process application permits, able to work independently, and obtain effective communication skill set.

**Qualifications:** Work experience in local government, experience in a customer service setting, and Familiarity with PowerPoint, Excel, Word, Adobe Acrobat, InDesign, GIS, Sketch up (or other similar design software).

**Compensation:** Student can earn PUP 484 or 584 internship credit. See [http://sgsup.asu.edu/interncredit](http://sgsup.asu.edu/interncredit) for full credit requirements.

**Time Requirement:** 3-5 months, up to 20 hours per week.

**Location:** Maricopa City Hall, 39700 W. Civic Center Plaza. **Remote virtual internship can be accommodated up to 50% of the required time per week.**

**More Information:** Please contact Deputy Director, Rodolfo Lopez at 520-316-6986 or via email rodolfo.lopez@maricopa-az.gov

**To Apply:** To apply, please submit a cover letter, resume, a writing sample, and samples of any visual or graphic design work (i.e., poster design for academic project, community outreach flyer, project communication materials, etc.) to Deputy Director Rodolfo Lopez, [rodolfo.lopez@maricopa-az.gov](mailto:rodolfo.lopez@maricopa-az.gov)

**Deadlines:** Applications will be reviewed as they are received.