Planning Intern

The City of Mesa’s Planning Division is currently looking for a bright and enthusiastic intern to work with staff on a variety of planning projects. This is a rewarding and valuable experience for those interested in the planning field and desiring introductory work experience or college credit. Interns will conduct research, answer planning related questions for the public, conduct minor reviews, and prepare draft documents for planning work.

Typical Functions

- Assists Planning staff with short- and long-term planning projects.
- Conducts writing, research, data collection, and data entry tasks.
- Prepares maps and other graphics to illustrate and inform Planning proposals, and assist in public outreach.
- Updates Planning and Building Department website and creates web content to foster public input.
- Works outside of office: posts notices, takes photos, and undertakes miscellaneous errands.
- Provides general support to staff, including assistance with meeting set-up and dismantling.
- Prepares maps and planning reports of limited or variable complexity.
- Produces graphics, sketches, and renderings of limited or variable complexity.
- Conducts basic office functions as needed, such as data entry, file management, and customer service.
- Performs related duties and responsibilities as required.

Typical Knowledge and Skills

- Basic understanding of planning principles
- Competency in various computer software programs, such as Microsoft Office and Internet applications
- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects
Minimum Qualifications

- Working toward a bachelor’s or master’s degree in urban planning, architecture, geography, landscape architecture, or a closely-related field. A driver’s license is required.

Compensation

- Paid position, rate to be agreed upon at the time of job offer.

Hours of Work

- To be mutually agreed upon at time of job offer. Work days/hours are flexible, but it is desired that the Planning Intern work approximately 10-15 hours per week during the academic year. During the summer months, there may be opportunity to work more than 15 hours/week. Operating hours are Mon-Thurs, 7 am – 6 pm.

- Staff is currently working both in office and remotely at home in rotating shifts. The candidate will be expected to work in office but there may be opportunity to work from home. Work location/environment is subject to change.

How to Apply

To apply, contact Rachel Prelog at Rachel.Prelog@MesaAZ.gov. Provide a resume and brief description of your interest in the position.