Planning Internship Position

Position Description:
PLAN*et Communities, a 10-year old boutique-style planning, policy, and design firm (www.plan-et.us) is hiring! If you are a self-motivated and independent planner with strong GIS and writing skills (GIS certificate and/or knowledgeable in Adobe products and graphic skills a plus) who is interested in parks and recreation, community/general, health, and redevelopment planning, we would love to talk to you! Our interns are treated as valuable staff and are exposed to all aspects of planning and work directly with the community and clients. There is potential for full time employment when you graduate, and (should you desire) increased hours during school vacations. We are located on the light rail but many of our clients are not, so an ability to travel around the region independently is a plus. During this time, we are open to flexible working arrangements.

Candidates must be currently enrolled in or have graduated within the last two-years from a graduate program in Urban Planning or another directly related field. Candidates currently in their 2nd year of graduate school are preferred.

The following duties are NOT intended to serve as a comprehensive list of all duties to be performed, instead the list below offers a representative summary of the primary duties and responsibilities. You may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Necessary Knowledge, Skills and Abilities:
- Understand planning principles and have knowledge of land use planning
- Strong communication, writing, and research skills
- Proficient in ArcGIS 10 ESRI software
- Competency with Microsoft Office Suite
- Motivated self-starter able to work independently or with a team
- Ability to multi-task and work on many different projects simultaneously
- Excellent time management skills
- Working knowledge of Adobe products (Photoshop, InDesign, Illustrator)
- Public engagement experience is a plus

Position Details:
- **Location:** 4200 N. Central Avenue, Phoenix, AZ 85012
- **Hours:** 10 – 20 hours/week, flexible schedule
- **Payment:** DOE

If you are interested, please submit a resume and cover letter Leslie Dornfeld, Leslie@plan-et.us. Resumes will be accepted on a rolling basis until December 18th, 2020, 5:00 p.m..

PLAN*et is committed to promoting healthier communities through site design, training professionals, and connecting health to the importance of the urban-form and built-environment.