



CITY OF TEMPE INTERNSHIP PROGRAM (Spring 2022)

Community Development Department: Planning Division

POSITION DESCRIPTION

The City of Tempe Planning Division provides interns with the opportunity to gain valuable work experience within the professional public planning field. This is an unpaid internship with a time commitment of 12-15 hours per week for a minimum of 16 weeks. [Internship program details.](#)

RESPONSIBILITIES

Through this program an intern will learn and be responsible for completing in-depth analysis, aiding with research, assisting planning staff with day to day assignments, shadowing staff and attending meetings. Other responsibilities include but are not limited to the following:

- Conducting research and assisting planners with planning cases
- Creating, posting, and maintaining city signs for planning cases
- Other activities that assist with the day to day maintenance of the department

QUALIFICATIONS

The following skills, knowledge and/or abilities required by an intern include but are not limited to the following:

- Understanding of public service and employment within a political environment;
- Ability to think critically and analytically;
- Strong written and oral communication skills;
- Professional attitude and strong interpersonal skills;
- Knowledge of applicable computer programs such as Word, Excel, Adobe, ArcGIS or ability to learn technologies as needed;
- Ability to work outside in the heat and carry up to 40 pounds.

Education and Experience: Must currently be enrolled in or have obtained a college level program of study in Urban Planning, Geography, Urban Studies, Public Administration, or any related field. Undergraduate and graduate students are encouraged to apply.

Licenses/Certifications: This position requires the possession of, or ability to obtain, a valid Arizona driver's license.

Location: 31 E. 5th St. Garden Level, Tempe, AZ 85281

To Apply: Send a resume and cover letter to Jacob Payne, Planner I jacob_payne@tempe.gov
Use the following e-mail subject when submitting your application: Spring 2022 Planning Intern Application

Deadline: Applications will be reviewed until the position is filled.