CITY OF TEMPE INTERNSHIP PROGRAM
Community Development Department: Planning Division
Planning Intern SPRING 2020

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 15-20 hours per week for the duration of a 16-week semester.

RESPONSIBILITIES
Through this program an intern will learn and be responsible for generating reports, 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:

• Organizing the Site Plan Review process
• Creating Aerial and Location Maps
• Generating, 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.

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 Blake Schimke blake_schimke@tempe.gov or Dalton Guerra dalton_guerra@tempe.gov