



Summer Semester Planning Intern

Job Description

The CUYAHOGA COUNTY PLANNING COMMISSION / PLANNING SERVICES DIVISION is seeking a highly motivated planning student to work in-person as a paid, full-time planning intern at its Downtown Cleveland office in the Cuyahoga County Headquarters Building at 2079 E. 9th Street, Suite 5-300 Cleveland, OH 44115.

Estimated Start Date: **May 6, 2024**

Estimated End Date: **August 15, 2024** (start and end dates are flexible)

Expected Pay: **\$16.75 per hour**

We offer paid holidays, flex-time schedule (start/end times), and subsidized transit passes.

Classification Function

Under the direct supervision of the Planning Services Manager, the planning intern performs work of a general and specific nature related to urban planning, zoning, design, information, and GIS.

Major Duties and Responsibilities

Provide technical support to management and staff which includes researching, collecting, compiling, recording, summarizing, analyzing, and formulating data and graphics; preparing reports, conducting surveys, field work, and other basic planning duties. Assist in the preparation of meeting agendas and materials and assist in the follow-up as needed. Assist in GIS mapping. Ability to attend occasional weekend and evening meetings. Perform basic office functions as needed such as data entry and file management. Ability to occasionally work remotely, both independently and in a team environment.

Current and Anticipated Projects

County Planning is currently working on variety of projects, and applicants are encouraged to view our work on this site. Typical Plan components may include the following: Assessment of Current Conditions (Demographic and Housing Analyses, Land Use and Zoning, Employment and Tax Base, Transportation Networks, Public Infrastructure, Community Facilities, Parks, and Environmental Features); Community Visioning and Engagement; Policy Development; Implementation Plan; and the Final Plan document.

Minimum Qualifications and Experience

Actively pursuing a degree in urban planning, geography, GIS mapping or a related field. Possess basic knowledge of the principles of urban planning and GIS mapping. Demonstrate good oral and written communication skills. Competency in various computer software programs: Adobe Creative Suite, SketchUp, Microsoft Office, and GIS.

Minimum Knowledge, Skills, and Abilities

Good research and analytical skills. Good interpersonal skills and the ability to provide quality customer service. Possess a current and valid government-issued ID. Strong analytical thinking and problem-solving skills. Ability to create graphic depictions and renderings. Ability to work on several projects or issues simultaneously. At this time, County Planning has an approved Remote Work Policy to provide greater flexibility to its employees. Currently, we require full-time staff to report in-person to the office for work a minimum of three (3) days per work week. After thirty (30) days of employment, planning interns will be evaluated by their supervisor and can be approved to work remotely.

Application Details

Send resume, cover letter, and student portfolio (if available) to info@countyplanning.us no later than **February 23, 2024, at 3:00 p.m.**

This position is also posted online at:

<https://www.countyplanning.us/employment/>