SHAKER HEIGHTS

City of Shaker Heights
Spring 2027 Planning Internship
Application Deadline: Open until filled

Position: Paid Intern, $20/HR
Organization: City of Shaker Heights Planning Department
Internship Timeline: 12 Weeks, approximately January 25 – April 16, 2027
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Organization Summary:
Shaker Heights is a forward-thinking community defined by its welcoming spirit and enlivened by the diversity of its residents, employees and businesses. The City of Shaker Heights has a national reputation for being an early, planned Garden City suburb and continues to be applauded for excellence in both planning and implementation. The Planning Department plans for the City's future by facilitating redevelopment, planning and implementing beautiful public spaces and world-class amenities, and supporting vibrant commercial areas and neighborhoods. The Department also administers the zoning code and provides support for planning studies on a wide variety of topics, including comprehensive/strategic planning, transit-oriented development, bicycle/pedestrian planning, traffic studies, public art, streetscape and parks. See the City's current planning efforts here: https://www.shakerheightsoh.gov/329/Planning.

Position Summary:
The Shaker Heights Planning Department is seeking a part-time intern to assist planning staff with ongoing projects and department responsibilities. This is a paid position for Spring 2027; in-person 15-25 hours per week. The position is available for 12 weeks during the spring semester.

The intern will be involved with a variety of projects and responsibilities at any one time. The internship is designed to provide students with practical, hands-on planning experience with professional planning staff on the implementation of daily planning administration activities as well as current city projects. Interns will observe or participate in a variety of meetings whenever appropriate.

The intern will be involved with several projects and key responsibilities during the internship:

1. Assisting Department staff with Recreation Strategic Plan implementation, Winslow Road Traffic Calming implementation, Lee Road Action Plan implementation, the Zoning Map Modernization project, the Lynnfield Station Stabilization project and various traffic calming projects.
2. Grant research and writing for a variety of grants, including research, documentation, organization, and writing grant applications with a focus on grants for the City's historic transit stations. There will also be opportunities to participate in grant administration activities.
3. Assisting Department staff with Landmark Commission meetings and special projects which may include fieldwork and inspections, research and documentation of buildings/sites, and drafting meeting minutes.
4. Project assistance including community and stakeholder engagement, data collection and organization, including demographic information, traffic calming, grant tracking, photography, GIS work, and administrative support for ongoing projects such the Lee Road Action Plan

Implementation, Recreation Strategic Plan Implementation, Lynnfield Station Stabilization, and Public Art.

5. Research for the Architectural Board of Review and Board of Zoning Appeals including fieldwork, zoning compliance inspections, documentation of buildings/sites, and drafting meeting minutes.
6. Create graphics, maps, and geospatial data for both illustrative and analysis purposes, including updating the City's zoning map.

Essential Qualifications, Credentials and Technical Skills required:

1. Interest in and experience with research and data organization.
2. Strong writing skills that can be applied to drafting grant applications and grant administration.
3. Strong communication skills and ability to professionally interact with a variety of individuals at the City and within the community.

Applicants should be enrolled in an undergraduate or graduate degree program in Urban Planning, Urban Studies, Public Administration, Architecture, Sustainability, Historic Preservation, Political Science, or a related field.

Please visit the City's website at www.shakerheightsoh.gov for general City information.

The City of Shaker Heights does not hire individuals who use any form of tobacco or nicotine products. Background and drug test is required prior to employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. **EOE**

Minority candidates are encouraged to apply.

Please submit a cover letter, resume and writing sample for consideration to human.resources@shakerheightsoh.gov.