



SHAKER HEIGHTS

City of Shaker Heights Planning Internship Fall/Winter 2021

The City of Shaker Heights Planning Department is seeking a part-time intern to assist planning staff with ongoing projects and department responsibilities. This is an unpaid, volunteer position for Fall/Winter 2021; flexible work-from-home 4-8 hours per week. The position is available from approximately October - December. We will work with students to qualify the intern work for course credit if necessary.

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

Project work may include assistance in the following areas:

- Grant writing, research, collect and organize data, document buildings/sites
- Assist with the City's 2021-22 CDBG & CDSG grant applications
- Review plans, prepare staff packets, virtually attend meetings, and draft minutes for the Landmark Commission
- Assist with ongoing Warrensville West Cemetery Historic Preservation Master Plan

Interns are expected to complete work independently and in a professional manner. Strong writing and internet research skills are desired.

Applicants should be enrolled in, or a graduate of, a degree program in Urban Planning, Urban Studies, Public Administration, Architecture, Historic Preservation, Political Science, or a related field. Both undergraduate and graduate students are welcome.

Please submit resume and cover letter for consideration to
Cameron Roberts, Planner at cameron.roberts@shakeronline.com.

Please visit the City's website at www.shakeronline.com for general City information.
The City of Shaker Heights does not hire individuals who use any form of tobacco or nicotine products. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. **EOE**