



SHAKER HEIGHTS

City of Shaker Heights Planning Internship

Fall 2022

Application Deadline: Friday, August 19, 2022

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 2022; in-person 10-15 hours per week. The position is available from approximately September through December.

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 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, and community engagement.
- Conduct research, attend meetings, and draft minutes for the Landmark Commission.
- Fieldwork, including zoning compliance inspections.
- Inventory bike facility signage.
- Create graphics, maps, and geospatial data for both illustrative and analysis purposes, including updating the City's zoning map.

Interns are expected to complete work independently and in a professional manner. Strong writing, research, and GIS 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 cover letter and resume and writing sample for consideration to Kara Hamley O'Donnell, Principal Planner at kara.odonnell@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. 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**

CITY OF SHAKER HEIGHTS | *Planning*

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shakeronline.com www.shaker.life