



SHAKER HEIGHTS

City of Shaker Heights Planning Internship Summer 2019

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 Summer 2019; flexible 10-15 hours for 2-3 days per week. The position is available approximately May-August.

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 in a busy office. The intern will work closely with experienced planning staff on implementation of daily planning administration activities as well as current city projects. He/she will work with the City Planning Commission/Board of Zoning Appeals, Architectural Board of Review and Landmark Commission staff to review plans, assemble information for staff reports and conduct follow-up site visits. Interns will be invited to observe or participate in a variety of meetings whenever appropriate.

Project work may include assistance in the following areas:

- Van Aken District—construction documentation, streetscape project support
- Public Art—project support, research
- Zoning—case documentation and follow-up inspections

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 describing your areas of interest for consideration to Ann Klavora, Principal Planner at ann.klavora@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 or test positive for tobacco or nicotine products. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. **EOE**