Urban Planning Internship

Mintier Harnish is currently (Fall 2013) recruiting a motivated and dedicated undergraduate/graduate student with an interest and background in urban planning coursework. We are a consulting firm specializing in planning, development, land use, and environmental issues. Since our founding in 1985, we have served more than 140 public agencies, law firms, organizations, and companies. We offer our clients many services including: the preparation, revision, and evaluation of general plans and general plan elements and housing elements; development of specific plans for public and private sector clients; drafting zoning ordinances and other implementation programs; preparing climate action plans, and preparing sustainable community strategies and regional housing needs plans for metropolitan planning organizations.

Education and Experience
Must be either a college Junior, Senior, or graduate student with completed coursework in either city and regional planning, environmental planning, geography, environmental science, political science, public policy, and/or real estate.

Skills and Knowledge
The ideal candidate will have strong writing and editing skills, be proficient in Microsoft Office (Word, Excel, Publisher, PowerPoint), and be familiar with ArcMAP 10 and Adobe Creative Suite (Illustrator, Photoshop, InDesign). A basic understanding of urban planning concepts and practices, general plan law, CEQA, and government organization/procedures is highly desirable.

Typical Duties
Interns perform various planning and office support tasks, including, but not limited to: researching issues, writing issue summaries, developing spreadsheets, performing quantitative analysis, editing and proofing documents, producing photos and graphics, assembling reports, and performing general office support as needed.

Hours and Compensation
Part-time and full-time positions available. Looking for someone available three to six months starting in October 2013. The position is paid.

How to Apply
Please e-mail a cover letter and resume by September 19, 2013, to:

Ted Holzem, Senior Project Manager, Mintier Harnish
1415 20th Street, Sacramento CA, 95811
ted@mintierharnish.com

No phone calls or office visits please.