ASSOCIATE PLANNING RESEARCH INTERN

Job Description:

Conduct land use planning and construction research for counties and communities in the Bay Area and San Joaquin Valley. Conduct continuous review of regional hardcopy and online newspapers, county and community websites, city council and planning commission agendas/minutes and various project planning websites and databases to identify third-party development and construction projects within specified regions. Monitor development and construction project life-cycles and engage stakeholders, including county and community planning departments, as needed. Review planning documents, including General Plans, Specific Plans, Redevelopment Plans, Capitol Improvement Plans, and Transportation Plans to identify planned projects within specific areas. The candidate will work within a multi- and cross-discipline team that is geographically dispersed in California. The position requires a high level of attention to detail, a significant amount of multi-tasking and the ability to effectively communicate with a wide range of people on a professional level.

Skills Requirements:

Currently a planning, geography, geology, or librarian sciences student.

- Junior to senior level student.
- Proficient using PC and Microsoft Office software products.
- Ability to conduct in-depth, focused Internet research on various planning and construction topics.
- Work well independently with minimal level of supervision.
- Ability to conduct repetitious tasks with high level of accuracy.
- Able to review large volumes of information and data efficiently.
- Strong interpersonal communication skills.

Skills Preferred:

Land use planning and CEQA coursework.

- Knowledge of land development processes.
- Understanding of environmental site assessment processes.
- Basic knowledge and proficiency using GIS.
- Able to navigate Google Earth.
- Understanding of risk management.
Hours: Approximately 25-hrs per week
Salary: $14/hr
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