Urban Planning Internship

Mintier Harnish is currently (Fall 2010) 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; development of specific plans and project plans for public and private sector clients; assistance in processing development plans and applications through governmental review and approval procedures; drafting zoning ordinances and other implementation programs; and preparation of environmental assessments and environmental impact reports.

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 2007 (Word, Excel, Publisher, PowerPoint), and be familiar with ArcMAP 10 and Adobe Creative Suite (Illustrator, Photoshop). 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

The position is part-time (approximately 16—20 hours per week) beginning in November 2010 and ending in March 2011. The position is paid.

How to Apply

Please mail or e-mail a cover letter and resume by October 29, 2010, to:

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