



PLANNING INTERN

POSITION CLASS:

Part-time, No Benefit

HIRING AUTHORITY:

Planning

JOB SUMMARY:

Provides support to a team of planners; collects data for planning projects related to transportation, community development, solid waste planning and other various activities; assists staff in putting together materials for public meetings; conducts basic office functions as needed, such as data entry and file management.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Assists GCMPC staff in collecting and preparing data for various planning projects; Conducts field work for data collection activities.
- Prepares planning reports of limited or variable complexity.
- Assists planning staff at community meetings.
- Researches funding sources for future grant proposals.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Basic understanding of planning principles.
- Competency in various computer programs.
- Strong research and analytical skills.
- Ability to work effectively in a team environment.
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

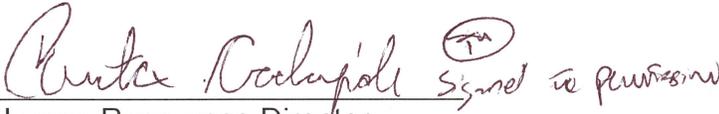
- Must be a current student pursuing a degree in Urban and/or Regional Planning, Resource Planning, Urban Studies, Public Administration or Geography, Environmental Science and Sustainability, Economics, Political Science or other related degrees.

SPECIAL REQUIREMENTS:

- Must have a valid Michigan driver's license.

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.


Human Resources Director

Established: December 12, 2018