



# Community Planning Intern

## City of Cambridge – Community Development Department Community Planning Division

**Contact:** Melissa Peters, Land Use Project Planner

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### Agency Description

The Community Planning Division activities encompass planning and urban design, institutional planning, neighborhood planning, zoning and development review (including staffing the Planning Board), demographic and geographic analysis, development of parks and open space, and graphic design. The staff provides planning services that enhance the overall living environment of Cambridge's highly diverse population. The Division strives both to enhance relationships with residents and neighborhood organizations and to expand participation in the planning process by providing information and technical assistance to the City's residents, property owners, neighborhood groups, and developers.

### Green Building Intern Responsibilities

The Green Building Intern will assist the Community Planning Division staff primarily on reviewing development projects against the City's green building requirements, found in Article 22 of the Zoning Ordinance. Article 22.2 requires major new projects and substantially rehabilitated buildings to meet requirements of the United States Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) Green Building Rating System. The intern will assist in reviewing the applicant's LEED checklist and narrative against the appropriate LEED rating system at each stage of the process, including special permit, building permit, and certificate of occupancy. The intern will also conduct research on municipal green building practices and programs. Other planning duties may be assigned if time permits.

### Desired Skills and Interests

- Willingness to learn a complex and evolving set of technical requirements.
- Ability to use various computer software including word processing, spreadsheets, and databases.
- Knowledge and interest in the technical and policy basis of sustainable design, energy, and green buildings.
- Background in architecture and/or LEED requirements preferred.
- Graduate students in architecture, environmental science, urban or environmental planning, engineering, or related fields preferred. Undergraduates will be considered.

**WORK-STUDY ELIGIBLE STUDENTS ARE PREFERRED, BUT NON-WORK STUDY STUDENTS WILL BE CONSIDERED.**

**Start Date:** August 2015 (exact date negotiable). A minimum commitment until June 2016 is required.

**Hours:** 10-15 hours / week; Hours are flexible, however with additional hours possible during summer.

**Compensation:** \$14.95/ hour

To apply, please send a cover letter with a resume to:

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Community Development Department  
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Cambridge, MA 02139

**Email:** [mpeters@cambridgema.gov](mailto:mpeters@cambridgema.gov)

Please specify your available start and potential end dates in your cover letter.