Planning Data Intern
City of Cambridge – Community Development Department

Agency Description
The Community Development Department (CDD) is the planning agency for the City of Cambridge. CDD undertakes a wide range of activities, encompassing community planning, public space planning, affordable housing development and preservation, economic development, transportation planning, and sustainability. The Department takes an interdisciplinary approach to manage and guide physical change in a manner consistent with the City’s priorities, engaging and collaborating with community partners and other government agencies to make Cambridge a desirable place to live and work. The collection, analysis and use of a wide variety of data is crucial to CDD’s mission.

The Cambridge Community Development Department is currently seeking a part time Planning Information Analysis Intern who will work under the direction of the Senior Planning Information Manager. The intern will collaborate with the divisions of the Community Development Department and gain exposure to a wide variety of planning related data. Topics may include general demographics, housing, journey to work, land use, and economic development, depending on current needs. Past interns have been instrumental in developing and revising the Department’s data profile series, including the Neighborhood Profile, Housing Profile, and the Moving Forward journey to work report.

Planning Information Analysis Intern Responsibilities:
- Develop content for and design static and web-based reports and other data products
- Maintain and update existing public data products.
- Assemble and prepare data for the City’s open data web site, and use innovative tools and methods to complete analysis as needed.
- Research and recommend tools to use both to analyze and to present data to the appropriate audience.
- Collect, compile, analyze, and visualize various types of information for technical and nontechnical audiences.
- A major project will be designing, assembling, and completing the Statistical Profile of Cambridge using a combination of open data, web-based data visualization tools, and Microsoft Excel workbooks.

Required Qualifications:
- Education or experience in Planning, Urban Studies, Demographics or related field
- Ability to work independently
- Ability to research data-related topics
- Experience using Microsoft Office programs – Excel, Powerpoint, Outlook and Word
- Excellent oral and written communication skills
- Excellent data organization skills
- Excellent visual presentation skills
Preferred Qualifications:

- Experience with graphic design and UI/UX thinking
- Experience developing data visualization products for a general audience
- Experience with Microsoft Publisher
- Experience with directed or interactive “story telling” programs such as ESRI Storymaps, Microsoft PowerBI, or Tableau
- Familiarity with the data resources found on the web sites of Federal and State statistical agencies such as the Census Bureau’s American Fact Finder site
- A desire to learn about and adopt new tools and data sources
- Experience with GIS desirable

Hours: 15-19 hours per week, to be arranged. Hours must fall during regular City of Cambridge working hours. Our offices open at 8:30 A. M. Monday through Friday. They close at 8:00 P. M. on Monday, 5:00 P. M. on Tuesday through Thursday, and Noon on Friday.

Duration: Through Summer 2019. Employment period may be extended, depending on future funding and need.

Salary: $15.64 per hour.

To apply, please send resume, cover letter and sample work product to:
   Patricia Tuccinardi
   Cambridge Community Development Department
   344 Broadway
   Cambridge, MA. 02139
   Email: ptuccinardi@cambridgema.gov or faxed to 617/349-4669.

Work samples will be requested at the time of an interview.

Application Deadline: Open until position is filled.

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