

Community Planning Intern

City of Cambridge – Community Development Department

Community Planning Division

DEADLINE TO APPLY IS DECEMBER 3, 2015

Agency Description

The Community Planning Division activities encompass planning and urban design, institutional planning, neighborhood planning, zoning and development review, demographic and geographic analysis, and development of parks and open space. The staff provides planning services that enhance the overall living environment of Cambridge's highly diverse population.

Community Planning Intern Responsibilities

The Community Planning Intern will assist the Community Planning Division staff with various tasks related to the citywide planning process. This November, the City is launching a multi-year process to develop a new Citywide Plan. The Citywide Plan is an opportunity to set a direction for a sustainable, prosperous future. The intern will provide support to a citizen advisory committee which may include coordinating meetings, attending evening meetings, and taking meeting notes. The intern will also help in research and analysis of a variety of planning disciplines and in implementing a robust community engagement program. Other planning duties may be assigned if time permits.

Desired Skills and Interests

- Knowledge and interest in comprehensive planning.
- Ability to use various computer software including word processing, spreadsheets, and social media.
- Graduate students in urban 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: December 2015/ January 2016 (exact date negotiable).

Hours: 15-19 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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