



August 2020

## **PLANNING INTERN OPPORTUNITY**

Barrett Planning Group LLC has an opening for a planning intern for 12-15 hours per week. The intern's duties will include the following:

- Assist with collecting and preparing data for a variety of planning projects, including data visualization;
- Provide support to our planning staff and to teams of planners from other firms that we have engaged to work on various projects with us;
- Conduct field work, researching land records, photographing properties and areas (e.g., neighborhoods and downtowns) and organizing photography for use in planning studies;
- Design and produce informational display boards;
- Produce basic sketches and renderings;
- Develop infographics for community information and education projects;
- Assist our planning staff with community meetings, primarily or exclusively remote meetings for the foreseeable future;
- Prepare detailed meeting summaries

Successful applicants will have the following competencies:

- Basic understanding of planning principles
- Strong writing skills (no/few mechanical, grammatical, spelling errors; writing requires only light editing; evidence of careful attention to quality through proofreading)
- Excellent research skills
- Familiarity with practices and principles of community development, economic development, and fair housing
- Proficiency in Microsoft Office applications
- Competent user of Adobe Illustrator, Adobe Photoshop, and/or Adobe InDesign

### **Minimum Qualifications**

Applicants must have a minimum of a bachelor's degree in geography, economics, environmental sciences, cross-cultural studies, or government, or a related interdisciplinary field, and be enrolled in a graduate program in planning or related field.

To apply, send resume, three references, and cover letter to Judi Barrett, Owner and Managing Director, Barrett Planning Group LLC, [judi@barrettplanningllc.com](mailto:judi@barrettplanningllc.com). Applications will be accepted until position is filled.