

Planning Intern Position

Background:

The Southeast Iowa Regional Planning Commission is seeking highly motivated individuals with backgrounds in urban planning, geography, political science, or related field to fill a planning intern position for approximately 12 weeks at 40 hours per week. Duties will likely include GIS data collection and mapping, data collection and analysis, preparing planning documents, zoning and subdivision review, traffic and trail counting, assisting planning staff, and other duties as needed. Compensation is set at \$12/hour.

Preferred Qualifications and Skills:

- Enrollment in, or completion of a four-year undergraduate program or graduate program
- Some experience or a demonstrated interest in the field of planning or related field
- Ability to work independently and take responsibility for assigned projects
- Strong written and oral communication skills
- Strong research and analytical skills
- Ability to work effectively in a team environment
- Flexibility and desire to work on a variety of planning projects
- Experience with Microsoft Office, ESRI ArcGIS, and/or SketchUp, Adobe Photoshop

Letter of Interest and Resumes

For full consideration submit a letter of interest and resume by e-mail to dlaughlin@seirpc.com or by mail to:

Debbie Laughlin
Southeast Iowa Regional Planning Commission
Planning Intern Position
211 N Gear Avenue, Suite 100
West Burlington, IA 52655

Letters of interest and resumes must be submitted by February 23rd, 2018. For additional information please call 319-753-4305. EOE/AA