

Nature of Work: This internship presents a unique opportunity for aspiring urban planners to gain hands-on experience in a progressive city renowned for its commitment to innovation and sustainable development. The City of Ann Arbor is a diverse and inclusive community located in southeastern Michigan. Our Planning and Development Services Unit plays a crucial role in shaping the City's growth while ensuring we maintain our values of environmental stewardship, social equity, and economic vitality.

Position Responsibilities: As an Urban Planning Intern, you will work closely with our seasoned planning professionals and engage in a wide range of projects and initiatives. Your responsibilities will include, but are not limited to:

- Assisting in conducting research and data analysis for various urban planning projects.
- Supporting the development and implementation of city plans and zoning ordinances.
- Evaluating new development proposals for compliance with city codes.
- Assisting in preparing presentations, reports and meeting materials for city officials and stakeholders.
- Conducting occasional field assessments to evaluate urban development proposals and their compliance with regulations.
- Improving department materials, including standard operating procedures and process checklists for internal and public use.

Required Qualifications:

- Enrolled in or recently graduated from a Bachelor's or Master's degree program in Urban Planning, Urban Studies, Geography, Public Policy, or a related field.
- Strong passion for urban planning and sustainable development practices.
- Excellent analytical, research, and problem-solving skills.
- Strong writing ability and attention to detail in written materials preparation.
- Proficiency in Microsoft Office Suite and other relevant planning tools is a plus.
- Exceptional communication and interpersonal abilities, with a focus on teamwork and collaboration.
- Ability to manage multiple tasks and meet deadlines.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. The physical ability to enter and exit a vehicle.

Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

\*Job description created by Hank Kelley 7/31/2023; HR Review – CL, SS 8/17/2023