

Alamance County

PLANNING DEPARTMENT
215 N. Graham Hopedale Rd.
Burlington, North Carolina 27217
Tel. (336) 570-4053

Planning Intern - 2018

This internship will generally focus on the development of a County Comprehensive Plan. Depending on the student's level of interest and/or ability, the internship may also include any of the following: code enforcement; updating, amending and inventorying studies; general office organization; scanning and inventory of departmental documents; editing and development of ordinances; coordinating planning efforts with other departments; plan review; and customer service. The work schedule is flexible to accommodate the student's coursework or other work schedules. Typical work hours during the school year would be two to three days a week, either 8am-12pm or 1pm to 5pm. Work may occur remotely. Summer hours may be full time or as needed, depending on the applicant and what work they are completing. Attendance of night meetings is encouraged.

Special preference for students with an interest in land use, social statistics, economics, housing and related topics. The intern will likely assist in public input sessions and will gain experience in public meeting facilitation and garnering public feedback in multiple formats. Student will assist in the development of place-based studies of local environmental, social and economic conditions.

Students Will:

- Provide a lead role in developing background studies for the Comprehensive Plan and Unified Development Ordinance
- Gain substantial knowledge into general office administration and all aspects of the administration of local government and planning departments.
- Gain experience with the use of local ordinances, GIS, code enforcement and the operations of elected and appointed boards.
- Develop organizational and time management skills.
- Attend various meetings related to local government planning.
- Opportunities to work with County Administration in local government.

Typical Skills

- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on various planning projects

Minimum Qualifications

Prospective applicants must be currently enrolled in, or on summer break from an undergraduate or graduate level program directly related to Planning. No experience is required, but a basic understanding of local planning, comprehensive planning and associated studies, government administration, general planning department functions, and GIS system use is highly desirable.

Compensation is dependent on qualifications and work schedule.

Please send resumes and cover letters to libby.hodges@alamance-nc.com