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| **RTP.Logo.4c-1.with.R.png** | **Assistant Planner/**  **Planning Intern**  **Position Description** |

**Position Title:** Assistant Planner/Planning Intern

**Department:** Planning & Business Development

**Reports to:** Senior Planner

**Work Schedule:** Part Time (20-30 hours a week)

**Compensation**: $15 an hour

**FLSA Status:**  Non-Exempt

The Research Triangle Foundation of North Carolina, the owner and developer of The Research Triangle Park, seeks an Assistant Planner/Planning Intern to support with short and long range planning activities; Transportation Demand Management (TDM); real estate transactions and recreational resources (trails and athletic facilities) for Research Triangle Park. The position also collects, analyzes, and reports on data of various types, including but not limited to: land use, geospatial, market, and company data. Candidates must have the ability to work independently or as part of a committed team and be dedicated to creating a quality product. The position is part time (20-30 hours a week; up to 1,000 hours a calendar year).

**Duties and Responsibilities**

* Engage in short- and long-range planning initiatives for RTP;
* Assist in planning and conducting initiatives related to transportation, infrastructure and recreation in RTP;
* Support the activities of the RTP Board of Design and assist applicants in coordinating project submittal;
* Support Transportation Demand Management activities;
* Provide support for efforts relating to the implementation of the RTP plans, including the development of Park Center and implementation of First/Last Mile Study recommendations;
* Assists in representing RTP on regional mobility working groups and committees;
* Undertake GIS and land-use data collection and generate maps pertaining to RTP including pedestrian trails, infrastructure, building and site data etc.
* In conjunction with the Business Development staff, prepare and update presentations, site sheets and other materials that provide key information used to promote RTP;
* Conduct research and maintain datasets relating to companies, sites, and investments in the Park, including spatial data;
* Provide staff support for the RTP Owners & Tenants Association;
* Help develop other collateral, reports, correspondence, and written materials for project needs;
* Maintain and manage archived documents for the Research Triangle Foundation;
* Perform windshield surveys and site visits to gather data as needed.
* Attend planning and/or transportation meetings on issues affecting RTP or the area around RTP. This may involve occasional evening meetings;
* Perform other duties as assigned or required.

**Qualifications**

A bachelor’s degree and/or successful prior work experience in Planning, Public Administration or a similar field is desired. The individual should enjoy working collaboratively, but should also be comfortable working independently to prepare presentations, maps and compile and procure land planning documents (plans, surveys, studies, etc.).

* Bachelor’s Degree is preferred; degree in Planning or related field is preferred
* Knowledge of GIS and spatial analysis concepts required
* Experience with ArcGIS preferred
* Previous planning experience is preferred
* Knowledge of basic land use and transportation planning concepts
* Strong writing and verbal skills
* Database and data management skills
* Detail- and results-oriented
* Strong proficiency in core Microsoft Office Suite (Word, Excel, Access, PowerPoint, etc.)
* Must be able to work independently and as part of a committed team

**Physical Demands**

* Ability to communicate orally with customers, vendors, management and other co-workers; regular use of the telephone and e-mail for communication is essential
* Sitting for extended periods is common; hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents
* Standing and walking for reasonable periods of time, and over uneven terrain, may be necessary when gathering data in the field
* Good manual dexterity for the use of common office equipment, such as computer terminals, calculator, copiers and fax machines

**Work Environment**

The job is performed indoors in a traditional office setting. Activities include extended periods of sitting, occasional fast paced events and extensive work at a computer monitor.

**To Apply: Please sent a resume and brief cover letter to** [**Planning@rtp.org**](mailto:Planning@rtp.org)

*Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities*

*The Research Triangle Foundation does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.*