



April 5, 2023

## **MUNICIPALITY OF ANCHORAGE PLANNING DEPARTMENT SUMMER INTERN POSITION**

The Municipality of Anchorage Planning Department is seeking a summer intern for the Long-Range Planning Division. The intern will be employed through a short-term contract not to exceed \$15,000. The intern is expected to work 40 hours per week for 12 weeks summer of 2023. This position will support the projects of 2 senior planners and the team's planning manager.

### **Intern Position Description:**

The intern will perform a variety of technical tasks in the collection and analysis of planning information and in the preparation of planning documents, graphics, excel tables, etc.

### **Intern Task Examples:**

- Assists in preparing materials and reports for planning meetings.
- Collects and collates data for various planning projects.
- Prepares graphics and detailed data on planning matters.

### **Knowledge, Skills, and Abilities:**

- Interns will have knowledge of research and data collection, and the ability to prepare information in written and graphic forms.
- Interns will need to indicate their writing skills by submitting a writing sample (2-5 pages).
- It is preferred that the intern is familiar with Word, Excel, Power Point, InDesign, Sketch-up, and Adobe Acrobat in order to assist the team with preparing project documents in written and graphic form; including planning maps, power point presentations, and a variety of data types.
- The intern will also need to establish and maintain effective working relationships with the team members.

### **Desired Classwork Experience or Degrees:**

The intern will have taken classes or have a degree in one of the following disciplines including planning, history, architecture, historic architecture, archeology, engineering, drafting, economics, real estate, construction management, project management, geography, environmental science, social science, Geographic Information Systems.

### **How to Apply:**

- Submit with an email of interest and include:
  - 2 letters of recommendation.
  - 1–2-page resume' with employment and education experience.
  - 2–5-page writing sample (letter, memo, research paper).
- Send your email of interest by **May 1, 2023**.
- Email: [Kristine.Bunnell@anchorageak.gov](mailto:Kristine.Bunnell@anchorageak.gov)