

# 2016 Summer Internship Program

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## Planning & Economic Development Intern

**Firm:** City of Long Beach

**Location:** Long Beach, NY

**Payment:** Unpaid

**Start Date:** Summer/Late May

**Category:** Planning & Economic Development

**Contact:** Patricia Bourne, Director of Economic Development

[pbourne@longbeachny.gov](mailto:pbourne@longbeachny.gov)

The City of Long Beach Department of Economic Development and Planning is offering internship opportunities open to 3<sup>rd</sup> or 4<sup>th</sup> year undergraduate and graduate students on a voluntary or course credit basis during the summer of 2016. The program will provide interns an introduction to the field of planning with practical and substantive work experience, and the start of a professional network. The department is currently completing its Comprehensive Plan and Local Waterfront Revitalization Project Plan.

The Department of Economic Development internship opportunities are open to full-time temporary positions, for 10 - 14 weeks from late May through the end of August.

Interns will learn about post-disaster planning and the connections between land use, transportation, and thriving healthy, sustainable and resilient communities, gain experience in the planning profession, and build their skills in community engagement and organizing. We are looking for students with good academic qualifications and experience with activism or civic engagement.

### GENERAL QUALIFICATIONS/SKILLS

3<sup>rd</sup> or 4<sup>th</sup> year undergraduate and graduate students with studies in public policy, urban planning, transportation planning, sustainability and resiliency, environmental studies, economics, economic development, sociology, political science, community organizing, advocacy, media arts or related fields.

The City of Long Beach Department of Economic Development is looking for interns with the following general qualifications:

- Commitment to social and environmental justice and improving public health
- Ability to speak with diverse populations and excellent listening skills
- Ability to perform community outreach in-person and over the phone
- Resourceful, creative, highly organized and prepared
- Independent thinker, problem solver and a good team player
- Ability to work effectively in a fast-paced and collaborative environment
- Written and verbal communication skills
- Ability to organize and communicate research findings
- Tenacious spirit with an ability to mobilize people
- Analytical skills

- Considerable Computer skills

#### TYPICAL FUNCTIONS

- Provides support to a team of community planners
- Assists staff in collecting and preparing data for various planning projects
- Manages a full meeting calendar, creates and mails committee meeting packages
- Conducts field work, collects parcel data and searches land records
- Prepares maps and planning reports of limited or variable complexity
- Produces sketches and renderings of limited or variable complexity
- Assists planning staff at community meetings
- Presents report findings at community meetings
- Researches funding sources and writes grant proposals
- Conducts basic office functions as needed, such as data entry, file management, and customer service

The City of Long Beach Department of Economic Development and Planning is committed to building and maintaining a diverse staff and an equitable and inclusive work environment.

Please email your Cover Letter and Résumé to [pbourne@longbeachny.gov](mailto:pbourne@longbeachny.gov)