**Plan Hillsborough Volunteer Position**

Plan Hillsborough is offering an internship opportunity for undergraduate, graduate students, and recent graduates (undergraduate and graduate) studying urban & regional planning and related disciplines such as, but not limited to, public administration, geography, environmental studies, transportation engineering, and economics.

**Term:** Any start date

**Compensation:** Unpaid

**Contact:**

Please send a cover letter stating your interest, resume, unofficial transcript and references (name, title/relationship, email, and phone #) to Meghan Betourney at [betourneym@plancom.org](mailto:betourneym@plancom.org). Email or call 813-273-3774 ext. 386 with additional questions. This position is also listed on Handshake. You can sign up for an account independently (visit [https://app.joinhandshake.com/login](https://www.google.com/url?q=https%3A%2F%2Fapp.joinhandshake.com%2Flogin&sa=D&sntz=1&usg=AFQjCNEf0n6HvY4HEVsKKJL80dMB3f2Wsg)).

**Website:** <http://www.planhillsborough.org/>

**Accepting ongoing applications.**

**Typical Internship Tasks**

* Assist in land use and transportation related planning projects
* Provide support to planners on public outreach and public input for community meetings and other planning commission events (as needed)
* Conduct field work, collect data, and assist planners with projects and studies as assigned.
* Conduct basic office functions as needed, such as data entry, file management, and customer service

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| **Required Skills** | **Desired Skills** |
| * Strong written and oral communication skills * Competency in various computer software programs, such as Microsoft Office (Word and PowerPoint) * Flexibility and desire to work on a variety of planning projects * Ability to work effectively in a team environment * Organized and able to work independently | * Basic understanding of planning principles * Excellent time and project management skills * Strong research and analytical skills * Canva.com (social media application) * Constant Contacts * InDesign Creative Cloud * Grammarly * ARC GIS 10.5.1 |

**Task Examples**

* Writing: summaries, drafting information sets, grammar skills
* Agency internal computer network project file keeping
* Database development and analysis of data/representative graphic (tables/bar charts/pies)
* Document: ongoing compilation of draft documents/reports
* PowerPoint: project draft/ongoing compilation
* Topical Research: document (footnote/bibliography, distill and summarization)
* Flexibility to help with some public participation events (weekends/evenings when available)
* Interpersonal communication
* GIS – data analysis, ability to print maps, set up app ready data queries, extract pivot tables information

**Examples of on-going studies/projects:**

* E. Fowler Ave.
* Ruskin Community Character
* Plant City Mixed Use Gateway
* Plant City Alexander Street Study
* East Rural Agricultural Reserve
* Plan Hillsborough Strategic Planning
* Hillsborough County Plan Update
* Commuter Challenge
* Future Leaders in Planning (FLiP)
* Newsletter production
* Various public engagement events
* Multi-modal database update
* GIS Map Database update

Are there any special requirements that the applicant has that the Planning Commission should be aware of?