Local Planning Intern Position Description

The intern will participate in planning and GIS activities for CMAP’s Local Technical Assistance (LTA) program, providing planning assistance to local communities across the Chicago metropolitan region. All interns should have a solid understanding of transportation and land use planning topics.

The intern will assist in CMAP’s work to provide technical assistance and local plans to municipalities and non-profit partners throughout the Chicago region. Work will include comprehensive plans, zoning updates, and subarea plans related to natural resources, economic development, housing, and transportation.

Essential Functions

The intern’s primary responsibilities will include:

- **Research and writing.** The intern will assist project managers and project teams with conducting research and contributing to written products. This may include tasks to assist in the development of existing conditions reports, such as reviewing past plans and ordinances and providing written summaries of prior planning work in a community. It may also include researching plans, programs, and policies of other planning entities and organizations and surveying best practices in relevant topic areas. The intern should be able to convey research findings in a clear and concise manner.

- **Mapping.** The intern will extract data, derive findings through GIS analysis, and prepare maps to appear in interim and final documents related to the LTA program and the next regional comprehensive plan. The intern is required to have a high degree of familiarity with GIS and be comfortable working with large regional datasets.
- **Data collection.** The intern will help with community-focused research including data collection and analysis. This will most frequently include research using the Census or other datasets to gather data related to issues of particular importance to communities being assisted through the LTA program and data related to plan topics of the next regional comprehensive plan. Familiarity with data sources, ability to analyze data, and ability to communicate the results of this analysis are important skills.

- **Public meetings.** LTA projects include a large number of public meetings, each of which need to be staffed. The intern will assist with elements of this including table facilitation, registration, and note-taking.

**Knowledge, Skills, and Abilities**
Applicants should have strong research, analysis (both qualitative and quantitative), and communication skills. Experience with GIS is necessary, and basic office computer skills are required.

**Education and Experience**
Applicants for all positions should be enrolled in a graduate degree program in urban planning or a related field.

**Internship Timeframe**
The internship will begin in fall 2016 and extend through spring 2017, with a possible extension through summer 2017.

**Contact Information**
Please submit cover letter and resume via our website at: [http://www.cmap.illinois.gov/about/careers](http://www.cmap.illinois.gov/about/careers). Please refer to **Job Code (LTA82016)**.

**Posting End Date**
This posting will close on September 23, 2016, at 5:00pm CST. All applications must be completed and submitted within the 30-day timeframe.

Position will remain open until filled (The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer).