



**Citywide Planning, Neighborhood Planning, and Revitalization & Design
Internship Work Plan**

Work Topic:	Citywide Planning, Neighborhood Planning, and Revitalization & Design
Deliverables:	Best practices research, research papers and reports for internal and external publication, memos, presentations, and outreach materials for public meetings
Area of Specialization:	Urban Planning, Community Planning, Community Engagement, Architecture, Economic Development, Sustainable Development, Housing, Transportation, and/or Capital Improvement/Facilities Planning and Policy
Minimum hours/week:	24- 40 hours/week
Dates of Internship:	TBD
Supervisor:	Kimberly Driggins, Associate Director, Citywide Planning; Geraldine Gardner, Associate Director, Neighborhood Planning; Patricia Zingsheim, Associate Director, Revitalization & Design

Work Description:

The Planning Intern will assist in a variety of citywide, neighborhood, and revitalization & design planning products. The intern will assist staff in:

- Data collection
- Existing Conditions Assessments
- Completing field work
- Land use and zoning analysis
- Housing analysis
- Transportation analysis
- Market analysis
- “Eds and Meds” research analysis
- Researching Best Practices
- Benchmarking/comparative studies and analysis
- Public policy analysis
- GIS/mapping
- Developing and implementing social media strategies for community engagement
- Developing small area plans and revitalization studies
- Responsible for planning and coordinating a Citywide Neighborhood activity for OP summer youth employees.

