

PLANNING INTERN  
PLANNING, DESIGN AND DEVELOPMENT

NATURE OF WORK

The City of Grand Rapids is seeking a Planning Intern to join a talented, fun, and innovative Planning Team. The City of Grand Rapids is the second largest city in the State of Michigan and is the regional hub of western Michigan, one of the fastest growing regions in the United States. Grand Rapids recently adopted Bridge to Our Future: Community Master Plan and the Grand Rapids Planning Department has kicked off implementing the next chapter in the City's future!

POSITION RESPONSABILITIES

As a Planning Intern, you will work closely with seasoned planning professionals and engage in a wide range of projects and initiatives. Your responsibilities may include, but are not limited to:

- Assist in conducting research and data analysis for upcoming zoning amendments and planning projects.
- Develop a social media strategy to engage and inform community members about planning topics and projects.
- Assist in the review and evaluation of site plans, building plans, and other proposed development plans for compliance with zoning regulations.
- Assist with the preparation of detailed reports and plans.
- Historical research for properties and various unique uses.
- Assist in the preparation and engagement of public meetings.
- Attend staff meetings as requested.
- Data collection and field assessments.
- Participate in site visits for upcoming planning projects.
- Other duties as assigned.

While the list above is non-exhaustive, we want this position to be valuable for an emerging planning professional. We would welcome the opportunity to hear what you find interesting and beneficial to your professional development, and we will make every effort to tailor the position to include your interests while fulfilling the responsibilities outlined above.

REQUIREMENTS OF WORK:

- Strong passion for urban planning, community engagement, and equitable development practices.
- Excellent analytical, research, and problem-solving skills.
- Strong writing ability and attention to detail in written materials preparation.
- Effective written, verbal, and interpersonal communicator.
- Proficiency in Microsoft Office Suite and other relevant planning tools is a plus.
- Ability to manage multiple tasks and meet deadlines.
- Knowledge of and experience with developing social media content on Facebook, Instagram, and TikTok

#### MINIMUM TRAINING AND EXPERIENCE

This is an entry-level position. The minimum qualifications for the role include active or recent enrollment in a qualified educational institution pursuing, or in possession of, a degree in Urban Planning, Urban Studies, Geography, Public Policy, Real Estate Development, or a related field.

#### NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid driver's license, unless deemed unnecessary.
- Evidence of permission from university officials for participating in the Internship, if the position is being used to fulfill a requirement for a degree.

#### LOCATION AND DURATION

This position is intended to be in-person at the City of Grand Rapids Development Center located at 1120 Monroe Ave NW, Grand Rapids, MI 49503. The position will start in May and end in August. Start and end times are flexible depending on a candidate's needs.

#### COMPENSATION

This is an hourly paid position ranging from \$17.50 to \$23.00 an hour based on qualifications. It is anticipated that the position will be 40 hours a week, May through August, with flexibility provided for personal time (vacation, illness, etc.).

#### APPLICATION REQUIREMENTS

A complete application for the position will include a cover letter and resume. Writing or design samples are encouraged. Completed applications can be submitted to Tyler Kent, Assistant Planning Director ([tkent@grcity.us](mailto:tkent@grcity.us)).

#### DEADLINE

Applications will be accepted until February 28, 2025, with interviews commencing shortly thereafter. If no applicants are selected for the position, the position will remain open, and applications will be accepted on a rolling basis.