

PLANNING INTERN
Snell & Wilmer, LLP
Phoenix, AZ

Part-time – up to 25 hours a week

As a Planning Intern, the incumbent in this position will gain practical on-the-job experience working with real-world development projects in a professional environment. This opportunity provides exposure to and experience in working with the staff, ordinances, General Plans and the processes of a variety of municipal and county governments statewide.

Sample position responsibilities include, but are not limited to:

- Collects and prepares information on properties and drafting zoning summaries.
- Assists in the preparation and filing of rezoning, use permit and other land use entitlement applications.
- Assists with public notice, community meeting and public hearing activities.
- Attends neighborhood meetings and hearings that typically take place in the evenings.

The hours are Monday to Friday and are flexible to work around a class schedule. A typical internship is anticipated to be at least a minimum six (6) months or a semester commitment.

Requirements:

- Enrolled in a degree Programs: Selected candidates will be enrolled in a Bachelor's Degree or Master's Degree in Urban and Environmental Planning, Urban Planning or other applicable discipline from an accredited college.
- Candidates must have basic understanding of planning principles and knowledge of land use and transportation planning.
- Must possess a valid class D driver's license and have their own vehicle. You will be reimbursed for business-related travel.
- Strong written and oral communication skills. The ability to read, speak and write English clearly as this position interacts with City staff, residents and professional design consultants.
- Good research and analytical skills.
- Outside Activities: Active involvement in one or more activities such as student organizations, campus social or academic groups desired.

Qualified candidates should send their resume to: jobsphx@swlaw.com.

Snell & Wilmer is an Equal Employment Opportunity employer.