

ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING

POSITION: **Krasner Planning Intern**

SALARY: **\$18.212 per hour**

LOCATION: **Erie County Rath Building, 95 Franklin Street, Buffalo**

POSTING DATE: September 26, 2024

CLOSING DATE: October 16, 2024

Michael Krasner Planning Internship Position

The Erie County Department of Environment and Planning (DEP) Division of Planning is actively seeking a full-time Planning Intern onsite at our downtown Buffalo office. The internship duration and specific hours are flexible and can be adjusted based on mutual agreement and availability. Salary is \$18.212 per hour.

The internship will provide professional and educational experience within a County Planning Department, which includes the following areas: land use planning, economic development, community development and Geographic Information Systems (GIS). The intern will provide support to a team of planners on various projects as needed. The selected individual should demonstrate a solid understanding of land use planning, economic development, Geographic Information Systems (GIS), and community development.

The intern will work closely with Erie County Division of Planning staff, and will be expected to:

- Support staff in collecting and preparing data for various planning projects
- Prepare planning reports of limited complexity
- Assist planning staff at meetings
- Use GIS tools and software for basic tasks and functions
- Work as a team member on projects under direct supervision and mentorship
- Work in a professional office setting
- Support additional planning projects as needed

Professional Requirements

- Recently graduated from or currently enrolled in good academic standing in a Bachelors' or Masters' Degree program in Urban and/or Regional Planning or related field at an accredited University or College; minimum of 3 years of coursework completed.
- Must be capable of the basic operation of a Windows-based personal computer and have a basic familiarity of Microsoft Office including Word and Excel.
- Must effectively communicate orally and in writing.

Please submit a cover letter, writing sample, and resume at <https://www3.erie.gov/environment/internships> by **October 16, 2024**.

We strongly encourage people from underrepresented groups to apply. Erie County is an Equal Opportunity Employer and committed to workplace diversity.