



Village of Fox Crossing
Department of Community Development
2000 Municipal Drive Neenah, WI 54956
Phone 920-720-7105 Fax 920-720-7116
www.foxcrossingwi.gov

JOB OPENING

2018 Spring-Summer Planning Intern

Job Description: The recently incorporated Village of Fox Crossing, WI is seeking a planning intern to assist the Community Development Department with various special projects and day-to-day planning tasks. The Village is located in the Fox Cities area. This progressive community of about 18,900 residents has seen substantial growth in recent years. This is a part-to full-time paid position. The applicant must have strong organization and communication skills and will preferably have GIS experience. The position will be available through the summer with the possibility of an extension into the fall semester. Work schedule is flexible. Pay rate is DOQ.

Primary Responsibilities: Assist the Community Development Director and the Associate Planner with various daily planning functions; provide GIS support; assist with the Comprehensive Plan rewrite and the recodification of the Municipal Code; assist with stormwater management and sustainability projects.

Qualifications: Ideally, applicants should be third or fourth year students of an undergraduate program or should be students of a graduate program in planning, public administration, GIS, geography, urban and regional studies, or a related field and have an interest in public sector employment. We encourage applicants who need an internship for college credit. However, all applicants will be considered.

Response: Interested individuals should mail or email their cover letter and resume to the address below. We will be accepting applications until **March 16th, 2018 at 4:30 p.m.**

***Village of Fox Crossing
Community Development Department
ATTN: Ria Hull
2000 Municipal Drive
Neenah, WI 54956
rhull@foxcrossingwi.gov***