



## **Community Development Internship**

The City of Neenah provides a laid back and fun environment where you are able to contribute to your community. We are currently seeking qualified applicants for a limited term, paid internship position to work in the Department of Community Development & Assessment.

### **Period of Employment**

Early March 2018 to August 2018.

### **Your Role:**

As a Community Development Intern, you will be responsible for performing a variety of day-to-day planning and zoning administration tasks. This includes working on projects related to the various facets of the department including planning and zoning, economic development, GIS, downtown Business Improvement District, property assessment, building inspections, and general administrative work.

You will have the opportunity to:

- Assemble and analyze data or maps for planning projects
- Conduct research and analysis on various development codes and policies
- Assist with reviews of planning cases for Plan Commission
- Prepare public information/educational materials
- Update GIS map layers
- Assist with marketing and business attraction efforts
- Assist with various administrative tasks.

You can review the full job description by clicking the "Job Description" tab at the top of the governmentjobs page.

### **You will love it here if..**

- You thrive in a fast-paced environment
- You want to be a part of improving your community
- You like paying close attention to the small details of things

### **We need you to have:**

- A high school degree



- Be currently enrolled in, or have graduated from a post-secondary school, an urban/land use planning, public administration, architecture, economics, or closely related program.

#### **Icing on the cake:**

- Basic knowledge of principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning;
- Excellent communications, interpersonal, and research and statistical analysis skills;
- An independent work ethic is essential, as is an ability to work in a team setting;
- Ability to utilize MS Office suite including Word, Power Point and Excel.
- Knowledge and experience with ArcMap

#### **Schedule**

Position to provide a maximum of 20 hours per week during the spring and up to 37.5 hours during the summer depending on funding. Office hours are Monday thru Friday, 7:30 AM to 4:30 PM.

#### **Pay**

Pay: \$10.00 per hour

#### **How to Apply**

To be considered, **attach a cover letter and resume to your completed online application**, which can be found at <https://agency.governmentjobs.com/neenahwi/default.cfm>. Please apply as soon as possible as the position will be open until filled. Questions can be addressed to Brad Schmidt at [bschmidt@ci.neenah.wi.us](mailto:bschmidt@ci.neenah.wi.us) or by phone at (920)886-6126. The City of Neenah is an Equal Opportunity Employer.

Want to know more? Check out our website at

<https://www.ci.neenah.wi.us/departments/community-development/>.

Not a good fit, but know someone who is? Please refer them!