City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Sustainability and Planning Academic Credit Intern

Agency:	**Department of Planning**
Date Opened:	**12/22/2017**
Filing Deadline:	**Continuous**
Salary:	**Academic Credit**
Employment Type:	**Internship**
Recruitment Specialist:	**Njukang (NJ) Asong**

Introduction

The Department of Planning is the City agency entrusted with guiding the physical development of the City of Baltimore. The Department staffs three Mayoral-appointed City commissions: Planning Commission, Commission for Historical & Architectural Preservation (CHAP) and Sustainability Commission. This Department of Planning has five divisions within the Department, in addition to the Office of the Director, each with its special focus in support of the mission and the Commissions. Cross-division collaboration is essential to the Department of Planning and is embedded in the Department's culture.

Location of Position

417 E. Fayette, 8th Floor Baltimore, MD 21202

Position Duties

Comprehensive Planners within this division are assigned to geographic areas (planning districts) and work closely with other City agencies, private citizens, neighborhood and community based organizations, and non-profits to ensure that sound planning principles are the basis for neighborhood planning efforts.

The interns will assist Comprehensive Planners to provide services such as:
- Developing Neighborhood Plans in collaboration with community stakeholders and agency representatives
- Coordinating appropriate community review of development plans, zoning appeals, and planning-related City Council bills
- Developing, amending and administering Urban Renewal Plans
- Leading the City's INSPIRE planning program around the 21st Century Schools Initiative
- Developing a capital budget and six-year Capital Improvement Program (CIP) annually
- Providing planning and policy expertise to communities, developers and City officials
- Staffing the Pimlico Community Development Authority
- Maintaining the Community Association Directory
- Implement the new Green Network Plan and newly Updated Sustainability Plan

Preferred Qualifications

Requirements:
- Pursuing a degree Graphic design, information technology, Multimedia web design, Public Administration or related field from an accredited college or university.
- The Intern should have excellent written and verbal communication skills
- Ability to problem solve and think critically
- Intern must be self-motivated with the ability to follow directions and work both independently and within a group environment to accomplish tasks with accuracy and within tight deadlines.
- Intern must be responsible, prompt, courteous; and have excellent attention to details.
- Proficiency in Microsoft Word and Excel
- Graphic Design skills a plus utilizing MS PowerPoint and Publisher

- Ability to multitask and work on multiple projects at once
- Ability to work on projects and maintain confidential information

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:
- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process
- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:
- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources
City of Baltimore
ATTN: Njukang (NJ) Asong
201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*