



Chicago Metropolitan Agency for Planning

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Chicago, Illinois 60606

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Planning Planning Intern Job Code: PLI220

Position Purpose

The intern will support CMAP's LTA program and/or assist with data development projects. CMAP's LTA program provides assistance to communities across the Chicago metropolitan region to develop comprehensive plans, zoning updates, and subarea plans related to natural resources, economic development, housing, and transportation. Data development projects support regional planning and socioeconomic forecasting activities at CMAP. Whether the intern supports planning projects, regional data development, or a combination of these two programs will depend on interest and expertise.

The intern with a planning focus will be expected to support the projects by performing geographic information system (GIS) analysis, researching and writing about assigned topics, and participating in community engagement efforts. Project assignments will be determined based on program needs and the intern's interests and skill sets. However; the intern should have a strong understanding of transportation and land use planning topics.

The intern with a spatial data focus will be expected to have knowledge of general GIS concepts and functions, as well as familiarity with ArcMap and experience in digitizing and editing vector datasets. Knowledge of Python scripting or georeferencing raster imagery is helpful.

Essential Functions

The intern's primary responsibilities will include a combination of the following:

- **Research and writing.** The intern will assist project teams by conducting research and contributing to written products. This may include assisting in the development of existing conditions reports by reviewing and providing written summaries of past plans and ordinances. It may also include researching plans, programs, and policies of other planning entities and organizations, and surveying best practices in relevant topic areas. The intern should be able to convey research findings in a clear and concise manner.
- **Data development.** The intern will perform research to aid in the creation and maintenance of land use and transportation planning datasets. It will also include editing vector GIS data to digitize and update attributes, conduct quality control and quality assurance on methods and procedures, and thoroughly document work products for use by other CMAP staff.
- **Data analysis and mapping.** The intern will help with regional and community-focused data collection, analysis, and mapping. This will include gathering data via the Census or other datasets related to issues of particular importance to LTA communities or ON TO 2050 implementation. Familiarity with data sources, ability to analyze data, and

ability to communicate the results of this analysis are necessary skills. The intern will also prepare maps to appear in interim and final documents related to the LTA program.

- **Outreach.** LTA projects involve staffing many public meetings. The intern will assist with various elements of public engagement including table facilitation, registration, and note-taking.
- **Future Leaders in Planning (FLIP):** The intern will assist with CMAP's FLIP program, a free leadership development program for high school students. The intern will help CMAP staff administer the program and facilitate interactions with regional leaders.

Skills

- GIS concepts and functions, familiarity with ArcGIS, and experience working with large regional datasets.
- Adobe Creative Suite (InDesign, Illustrator, Photoshop) and SketchUp
- Microsoft Office
- Outreach, engagement, facilitation

Who should apply?

- ✓ Applicants for all positions should be enrolled in a graduate degree program in urban planning, geography, or a related field.

Ready to join us?

Apply [here](#) between February 26 and March 20, 2020.

- ✓ If interested in more than one opportunity, please include on cover letter all the internships you are applying for.
- ✓ Interviews will be held March 25 through April 3, 2020. (Shortlisted candidates will be contacted.)
- ✓ Final candidates selected will be notified by April 13, 2020.
- ✓ Depending on the student's availability, this is a full-time summer position beginning in May or June 2020. It could potentially continue into the 2020-21 school year, but that is not guaranteed. Minor start and end-date accommodations may be made.