



Chicago Metropolitan Agency for Planning

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Planning Planning Intern (LPI2019) February 28, 2019

Job Category:	Planning Intern
Experience Required:	Current Enrollment in a Graduate Program
Salary Range:	\$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire up to three (3) interns in the Planning Division. The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization. The agency and its partners are now implementing ON TO 2050, a new long-range plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information. For more information on the Local Technical Assistance (LTA) program, visit <http://www.cmap.illinois.gov/lta>.

Position Purpose

The intern will assist with development of ON TO 2050, the next comprehensive regional plan, and support of CMAP's LTA program. The ON TO 2050 plan, due in October 2018, will build on the foundation of GO TO 2040 to explore refinements to existing policies as well as create policies for new topics that are complementary to CMAP's role. 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. The intern working on either ON TO 2050 or LTA projects will be expected to support planning processes 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.

Essential Functions:

The interns' primary responsibilities will include:

- **Research and writing.** The intern will assist project managers and 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.

- **Mapping.** The intern will extract data and derive findings through GIS analysis, and prepare maps to appear in interim and final documents related to the LTA program and ON TO 2050. The intern is required to have a high degree of familiarity with GIS and be comfortable working with large regional datasets.
- **Data collection.** The intern will help with regional and community-focused data collection and analysis. This will include gathering data via the Census or other datasets related to issues of particular importance to LTA communities or key topics for ON TO 2050. Familiarity with data sources, ability to analyze data, and ability to communicate the results of this analysis are necessary skills.
- **Public meetings.** Both the ON TO 2050 development process and 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 one-week leadership development program for high school students in northeastern Illinois. The intern will help CMAP staff administer the program and facilitate interactions with selected regional leaders who make key planning decisions in our communities.

Education and/or Experience:

- Applicants for all position should be enrolled in a graduate degree program in urban planning or a related field.

Internship Timeframe

Depending on the student's availability, this is a full-time summer position beginning in May or June 2019. It could potentially continue into the 2019-20 school year, but that is not guaranteed. Minor start and end-date accommodations may be made upon request.

Contact Information

Please submit cover letter and resume via our website at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (LPI2019)**.

Posting End Date

This posting will close on March 28, 2019 at 5:00pm CDT.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.