Posted April 1, 2011

Metropolitan Interstate Council - Planning Internship

Assisting with transportation and land use studies in the Duluth-Superior area

Can you answer YES to these questions?

- Are you interested in gaining work experience in a professional planning environment?
- Do you enjoy working on varied projects and work tasks?
- Are you able to work well without constant supervision?
- Are you comfortable working in a team atmosphere?

If YES

We are now taking applications for two student internships* that offer:

- $7 — $10 per hour
- Flexible hours (12-40 per week)
- The opportunity to learn new skills

and

Training for a variety of work opportunities:

- Data collection – survey, field observation, GPS, turning movement counts
- Website development – creating and updating webpages on MIC site
- Data entry and analysis – statistical (spreadsheet), geographic (GIS)
- Writing – blog posts, memos, reports, plan chapters, meeting summaries
- Meeting facilitation – assistance with policy board, advisory committees, etc.
- Social media strategies - assistance with blog posts, Facebook, Twitter
- Document generation and creation - charts, graphs, maps, spreadsheets; file conversions and troubleshooting

***We are looking to hire two interns, one each for Summer and Fall Semesters 2011**

2011 Projects include:

- City of Duluth Sidewalk Inventory
- Pedestrian and Bike Route Planning
- Central Entrance Corridor Study
- Public Participation - Social Media

Interested?

To Apply, mail Cover Letter and Resume to:

Andy McDonald
Principal Planner
ARDC/MIC
221 West First Street
Duluth, MN 55802

or email both documents to: amcdonald@ardc.org

Please apply by April 28, 2011. Interviews begin May 2.

www.dsmic.org
Duluth-Superior Metropolitan Interstate Council
A division of
Arrowhead Regional Development Commission

An Equal Opportunity Employer