



Policy Research Intern
Part-Time - Temporary; \$15.00 - \$20.00/hour
Hourly rate commensurate with experience



The Baltimore City Department of Planning is the agency entrusted with the mission to build Baltimore as a diverse, sustainable and thriving city of neighborhoods and as the economic and cultural driver for the region. This mission is directed at achieving one overarching goal: to make Baltimore the most livable, vibrant, sustainable and attractive city it can be, now and in the future.

We are in search of a Policy Research Intern to gather and organize information on key land use matter. This includes, but not limited to, industrial mixed zones, group homes of a variety of types, single family zoning, trends, and conversions of single-family homes to multi-family. The position will begin in early-mid June and run for 8-10 weeks. Hours are part-time, flexible 10-20 hours per week, with temporary telework.

Important: Applicants should follow the instructions in the HOW TO APPLY section of this job announcement to be considered for this position.

ESSENTIAL RESPONSIBILITIES

- Work with planners to understand some of the controversial current land use matters in Baltimore.
- Review legal research done on group homes and similar topics.
- Identify jurisdictions of both similar and different sizes and types to review how they handle similar land use matters and review these trends.
- Organize and summarize research so that it may be used as a guide in upcoming comprehensive plans and amendments to zoning code.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong written and research skills.
- Knowledge of land use and zoning principles.
- Demonstrated organizational skills.
- Knowledge of Microsoft Office Suite is required.

MINIMUM EDUCATION AND EXPERIENCE

- Currently enrolled in a bachelor's, master's, or other professional program.
- Preferred candidates will major in Urban Planning, Law, Public Policy, or a related field.

HOW TO APPLY

Qualified individuals must email a **cover letter** **and** **resume** to planningjob@baltimorecity.gov. Please specify “**Policy Research Intern**” in the subject line of your email.

Your cover letter should specifically address your qualifications relevant to this position and must also include your response to the following questions: *“Why do you feel you are the ideal candidate for this position?”*

Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

BENEFITS: Not included.

ABOUT THE AGENCY

The City of Baltimore Department of Planning is the agency entrusted to guide the physical development of Baltimore as a diverse, sustainable, and thriving city of neighborhoods and as the economic and cultural driver for the region. We are committed to an equitable Baltimore that addresses the needs and aspirations of its diverse population and meaningfully engages residents through inclusive and collaborative processes to expand access to power and resources. More can be found here: <https://planning.baltimorecity.gov/>. We value a workforce built on diversity and inclusion and promote equity as an inherent part of our culture. All applicants regardless of age, race, color, religion, sexual orientation, marital status, national origin, physical or mental disability are welcome.