



**2017 SUMMER INTERN**  
**Graduate Student: \$16 - \$17.60**  
**Undergraduate Student: \$14 - \$15.50**  
(Salary Commensurate with Experience)



The Baltimore City Department of Planning has two summer internship opportunities for 2017 in the Comprehensive Planning Division. The **CIP Equity Intern** will be responsible for data collection and analysis of previous capital budgets, analysis of whether funds are being distributed in a way that promotes equity, and making recommendations about how the City could improve the way that funds are distributed. The **Urban Renewal Plan Intern** will be responsible for making recommendations about updates to Urban Renewal Plans and will assist with the amendment process.

The Department of Planning is committed to building a culturally diverse staff and strongly encourages applications from minority candidates.

#### **ESSENTIAL RESPONSIBILITIES**

##### *CIP Equity Intern- Undergraduate or Graduate Students*

- Working with departments to gather data from previous years' capital investments.
- Identifying external data to compare to capital investment patterns (examples may include demographics, travel patterns, public health indicators, etc.).
- Cleaning and analyzing data (through Excel and/or ArcGIS).
- Generating reports.
- Presenting recommendations to Capital Improvement Program, Equity Committee, and other Planning Department staff.
  - Recommendations may include strategies to close data/information gaps, potential equity goals (based on the results of the data analysis), and other strategies for promoting equity through capital investments.

##### *Urban Renewal Plan Intern- Graduate Students Only*

- Review active Urban Renewal Plans to identify existing use restrictions that are not legally enforceable such as prohibitions on drug abuse rehabilitation centers and assisted living facilities.
- Compare existing use restrictions listed in Urban Renewal Plans to the uses listed in the new zoning code.

- Study the new design guidelines in TransForm Baltimore and compare with the design guidelines included in applicable Urban Renewal Plans to identify where redundant language exists.
- Amend the zoning map included in the exhibits for each Urban Renewal Plan to reflect the updated zoning for the area.
- Draft versions of Urban Renewal Plans that include the required edits and removal of any unnecessary/redundant regulations.
- Meet with applicable community organizations and/or merchants associations to brief them and get their input regarding the proposed amendments.
- Prepare any documents that will need to be submitted to the City Council/ Urban Affairs and Aging Committee.
- Create PowerPoint presentations for the applicable Planning Commission hearings.

#### **MINIMUM EDUCATION AND EXPERIENCE**

- Students currently enrolled in an accredited educational institution pursuing an undergraduate or graduate degree in urban or regional planning, public administration, or a closely related field.
- Students with a minimum overall GPA of 3.0.
- Undergraduate students must be in their junior or senior year.

#### **HOW TO APPLY**

Qualified individuals must email a cover letter and a resume specifically addressing qualifications relevant to this position to [planningjob@baltimorecity.gov](mailto:planningjob@baltimorecity.gov). Please specify “**CIP Equity Intern**” or “**Urban Renewal Plan Intern**” in the subject line of your email.

#### **Contact:**

Baltimore City Department of Planning  
410-396-7526 (t)

**CLOSING DATE:** April 17, 2017

**CONDITION OF EMPLOYMENT:** Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

**NON-CLASSIFIED POSITION  
AN EQUAL OPPORTUNITY EMPLOYER**