

# **The W. E. Upjohn Institute for Employment Research**

## **Internship Opportunity**

The Upjohn Institute is seeking a **Planning Intern** to work with our Southcentral Michigan Planning Council (SMPC) Team on urban planning projects.

Since 1932, the W.E. Upjohn Institute for Employment Research has functioned as one of the world's leading independent labor economic research organizations, seeking to research the causes and effects of unemployment and methods of alleviating it.

Our SMPC Team is one of 14 regions in Michigan that include Branch, Calhoun, Kalamazoo, and St. Joseph Counties. SMPC serves local units of governments, the Michigan Department of Transportation, and Road Commissions and Departments.

### **Summary of Internship**

This position will work closely with the Institute's Southcentral Michigan Planning Council team and assist in preparing and implementing master plans, recreation plans, economic development plans and related documents.

This position is under the supervision and guidance of the Southcentral Michigan Planning Council Director.

### **Responsibilities and Tasks**

Assist in providing specialized planning services as requested (e.g. Parks and Recreation, Non-motorized, TIF, Community Development). Attend public meetings (some may require attendance in the evenings). Gather data from local, state and federal sources. Draft sections of planning documents. Research applicable local, state and federal statutes. Other duties may vary by projects initiated during internship.

### **Learning Objectives**

- Gain applied project experience in various urban planning issues
- Develop and enhance skills in implementing various planning programs
- Acquire and expand research and report writing skills pertaining to planning issues

### **Necessary Skills and Experience**

Bachelor's degree in urban planning, geography, public administration, economic development or a related field required. Master's degree pursuit preferred. Knowledge of municipal and local government operations as they relate to the development and growth in local municipalities, and general understanding of municipal operations is important, but not necessary. Must have excellent organizational, public relations, verbal and written communication skills. Proficiency in Microsoft software products and other media tools is desired.

### **Length and Schedule of Internship**

Internships are time limited, typically lasting three to six months. Length and schedule are negotiable based on the needs of the department and the candidates' educational goals.

### **We Will Provide**

- Challenging assignments and responsibilities
- Meaningful projects that complement academic programs and/or career interests
- A broad exposure to our organization
- Consistent feedback, supervision and mentoring
- Industry relevance and real-world application
- An encouraging, approachable and welcoming environment

### **How to Apply**

Interested candidates should submit a cover letter, resume and list of references to [HR@upjohn.org](mailto:HR@upjohn.org) by May 31, 2018.