JOB DESCRIPTION

Job Title: Planning Intern
Department: Planning and Development
FLSA Status: non-exempt
Date Prepared: December 1, 2020

POSITION SUMMARY

Planning Intern is responsible to assist Department employees in performing planning and administrative support related to Planning and Development.

This position is temporary (less than six months).

The salary for this position is $13.00 an hour. Effective January 1, 2021 $13.50/hour.

PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS

(The duties listed below are intended as illustrations of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).

• Performs researching, writing and analyzing tasks.
• Prepares surveys relating to community and economic development.
• Tabulates data related to surveys.
• Interprets statistical data of a varied nature.
• Assists in preparing reports and public presentations.
• Makes contact with municipalities, business community, state agencies, and the general public.
• Fulfills day to day tasks assigned by Supervisor.
• Attends meetings with Supervisor, if requested.

QUALIFICATIONS/SKILLS

• College student with training in planning or related field.
• Multi-tasker

Planning Intern
Montachusett Regional Planning Commission
• Exceptional communicator
• Innovative thinker
• Strong organizational skills
• Computer proficiency
• Excellent writing skills
• Public Presentation

REQUIREMENTS

• Current Driver’s License and registered motor vehicle available for regular use.

WORK ENVIRONMENT

Work is performed under typical office conditions. Noise level is moderate. Essential functions are performed without exposure to adverse environmental conditions. Work in the field may also be required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort generally required for work performed in the office. Position requires the ability to operate a keyboard and standard office equipment. Must operate an automobile to perform region-wide travel to transact MRPC business and travel to night meetings as needed.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Montachusett Regional Planning Commission is an equal opportunity employer.