



JOB DESCRIPTION:

CITY OF TRAVERSE CITY

Summer Planning Internship

POSITION SUMMARY

Under the general supervision of the Deputy Planning Director & Sustainability Coordinator, assists the Planning Department with a variety of planning related projects. Work may include research, data collection, community engagement support, and general office and field tasks.

RELEVANT DETAILS

Temporary/Seasonal, Monday through Friday, 8:00 a.m. to 4:30 p.m., May through August, \$18 - \$22/per hour

APPLICATION PROCESS

Please Submit a completed application to the City of Traverse City Human Resource Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traverscitymi.gov Position will remain open until filled.



ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with planning and zoning research, including ordinance review and policy analysis.
2. Supports initiatives, including data tracking, reporting, and program coordination.
3. Assists with preparation of reports, presentations, and planning documents.
4. Provides support for public meetings, workshops, and community engagement activities.
5. Performs general office support tasks, including data entry, filing, and customer service.
6. Performs related work as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS

- Must be at least 18 years of age and possess and maintain a valid driver's license.
- Currently enrolled in or recent graduate of a college or university program in Urban Planning, Geography, Environmental Studies, Public Administration, or a related field.
- Basic knowledge of planning principles, zoning, and land use practices.
- Strong research, analytical, and organizational skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships and interact professionally with staff, residents, and stakeholders.
- Ability to work independently and manage multiple tasks with attention to detail.

Traverse City is an Equal Opportunity Employer