

Mayor's Initiative on City Design Internship Opportunity

The City of Scranton is seeking an intern to work with the Office of Economic and Community Development for Summer 2020.

Functions will include:

- Providing support to a team of community planners
- Assisting staff in collecting and preparing data for various planning projects
- Managing a full meeting calendar, creates and mails committee meeting packages
- Conducting field work, collects parcel data and searches land records
- Preparing maps and planning reports of limited or variable complexity
- Producing sketches and renderings of limited or variable complexity
- Assisting planning staff at community meetings
- Presenting report findings at community meetings
- Researching funding sources and writes grant proposals
- Conducting basic office functions as needed, such as data entry, file management, and customer service

Knowledge required :

- Basic understanding of planning principles
- Competency in various computer software programs, such as Microsoft Office, AutoCAD and Revit.
- ArcGIS

Skills necessary :

- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects

Minimum Qualifications

Undergraduate or Graduate students studying Architecture, Interior Architecture, Community Planning or Allied discipline. The intern program is up to 40 hrs a week for 10 weeks. The internship is paid at \$10.35/hrs

Please send letter of interest to Maria MacDonald mnmacdonld@marywood.edu