



INTERN POSITION DESCRIPTION

DATE: 13 February 2007

JOB TITLE: Community and Economic Development Planning Intern (Volunteer)

DEPARTMENT: Community Development/Community Planning

JOB SITE: County Administration Building, Port Orchard

JOB SUMMARY:

Perform entry-level planning functions to support and assist with data collection and analysis, plan reviews, and studies related to economic development, and long-range county and community development. The intern provides basic planning and research assistance to support the Department of Community Development's Growth Management Act compliance activities, including the development of implementation strategies for the Department's Sub-Area planning program, individual LAMIRD (Limited Areas of More Intensive Rural Development) planning studies, and local planning assistance programs.

SKILLS AND QUALIFICATIONS:

The Intern must have organizational, research and strong communication skills, both oral and written. The ability to meet schedules and timelines is important. Knowledge of Microsoft office tools, including Word, Access, Excel, and PowerPoint. This position requires the ability to work occasional evening hours. Knowledge or skills in preparing maps, drawings, or graphic design would also be helpful, but not required. In-progress or completed education in Planning, Architecture, Geography, Economics or a closely related field. Familiarity with the Washington State Growth Management Act is desirable.

TRAINING PROVIDED:

The Intern will receive hands-on experience and training in long-range and community planning and economic development.

BENEFITS:

This is an opportunity to demonstrate professional level skills working as part of a team and will provide the intern with a broad perspective on government's role in long-range planning and economic development.

RESPONSIBLE TO:

Scott Diener, Community Planning Manager

TIME COMMITMENT:

Minimum of one term, but prefer a six month commitment.

Work Schedule: Flexible—within the standard workweek with some evening meetings possible

For more information on this or other volunteer positions in Kitsap County

Contact: Jan Koske, Volunteer Services Coordinator, 337-4650 or E-mail jkoske@co.kitsap.wa.us