Planning Internship
South Bend, Indiana
Salary Range: $9 - $16 per hour

Job Description & Duties
The Michiana Area Council of Governments (MACOG) is seeking up to two (2) bright and motivated individuals for paid internships this Summer (approximately between May and August). Interns will assist with various transportation and community planning activities. Interns will gain knowledge in data collection, graphic design, geographic information systems, and the process of preparing transportation projects to construction. Assignments may include specific activities, plans or policy issues related to community studies, public transit, bicycle and pedestrian plans, traffic analysis and comprehensive plans.

The position requires excellent written and verbal communication skills. The ideal candidate should be able to conduct independent research and possess proficient technical abilities. The candidate must complete tasks on-time, with excellent quality and an eye for detail.

The position will be for 28 hours per week, between the hours of 8am to 4pm, Monday through Thursday, but may also include attending evening and/or weekend meetings and travel in the North Central Indiana region.

Responsibilities
Under the supervision of the Principal Planner and/or Senior Planner(s), assist with various transportation and community planning activities, including:

- Equitable Mobility Action Plan
- Community Comprehensive Plans
- ADA Transition Plans
- Parking Studies
- Asset Management Data Collection
- GIS Data Input
- Intelligent Transportation System Plan
- Public Outreach Activities

Basic Qualifications
- Enrolled or graduating from a college or university with a focus in Public Administration, Regional Planning, Civil Engineering, or similar field
- Working knowledge of ESRI ArcGIS, Microsoft Office suite, Adobe Creative Cloud, and SketchUp

Application Requirements
Interested candidates should submit a cover letter with resume and portfolio (examples of research, maps, drawings, etc.). All information should be submitted digitally to macogdir@macog.com Attn: Summer Intern.