



## Internship Opportunity: June 2022 – August 2022

Now Accepting Applications for a Regional Planning Intern

### Announcement

MetroPlan Orlando is now accepting applications for a Regional Planning Intern. To be considered for this role, applicants must be a current student pursuing a degree in Public Administration, Geographic Information Systems, Urban and Regional Planning, Transportation, Civil Engineering, or a related field of study. This internship will offer you the chance to test your skills in real-life situations, explore your career options and gain insight into an organization and career path. This is a paid opportunity at \$15.00/hour.

### Internship Description

The Regional Planning Intern position will provide both technical and administrative assistance in support of MetroPlan Orlando's regional transportation planning activities. This position will support existing core products, public participation activities, and provide the opportunity to lead and complete a research/data analysis project; on one of the following topics:

- Evaluation of local agency Complete Streets policies, code reviews, comprehensive plans, and implementation strategies to identify best practices.
- Comparison of paratransit service programs/models and identifying best practices to assist Central Florida transit partners with evaluating potential changes to paratransit operations.
- Analysis of tourism accommodation workers' transportation needs within the region.
- Comparison of MPO best practices for affordable housing, including policies, organizational strategies, and implementation.
- Evaluation of the intersection of health and transportation (specific topic to be determined).
- Geographic mapping of the built environment and its changes over time.

Another aspect of the internship is learning about the function and operations of a metropolitan planning organization (MPO) by working with members of the organization's management team and staff members. In addition, there will be exposure and interaction with state and local planning professionals, the policy Board (comprised mostly of elected officials), Advisory Committees, and our business partners. Opportunities will be provided to meet with practitioners regarding plans, projects, the future of our region, and career opportunities.

Other tasks and duties may also be needed from time to time. This may include administrative and meeting support. Duties may include using normal office equipment such as copiers, computers, plotters, etc.

### Minimum Qualifications

- Current student pursuing a degree in Public Administration, Geographic Information Systems, Urban and Regional Planning, Transportation, Civil Engineering, or a related field of study;
- Interest in multimodal transportation planning;
- Excellent skills in communication, analysis, and problem solving;
- Proficiency with Microsoft Word, Excel, and PowerPoint; and familiarity with Geographical Information Systems (GIS) tools.

## Salary / Benefits

This will be a paid internship position at our offices in downtown Orlando. This internship will be paid at a rate of \$15.00/hour. Interns are required to commute and work physically in office. Free parking or transit reimbursement will also be provided at our downtown location. Internship is scheduled to begin in June 2022 and conclude in August 2022, although exact dates will be determined when a person is selected for the position.

Interns are not entitled to benefits such as paid holidays, paid sick leave, paid vacations, paid personal days, paid insurance coverage, pension eligibility, unemployment, or other applicable benefits afforded regular MetroPlan Orlando employees. It should be further understood that this internship may be terminated by either party at any time without cause or prior notification.

## How to Apply

If you are interested in this opportunity, please submit your cover letter, current resume/CV, and a recent writing sample to the Director of Finance and Administration, by the close of business on Wednesday, May 17, 2022 via e-mail at [hr@metroplanorlando.org](mailto:hr@metroplanorlando.org). In cover letter, please specify your project topic of interest as noted in the *Internship Description* section.

MetroPlan Orlando is an equal opportunity employer, a drug-free workplace, and a tobacco-free workplace. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products in order to be hired by MetroPlan Orlando. The non-use of tobacco products must have been for a period of at least six months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.