



CENTER *for* PLANNING EXCELLENCE

Center for Planning Excellence (CPEX) is a statewide non-profit planning organization whose mission is to bring people, culture, and planning together to make great communities happen. We are a team of driven, passionate individuals with diverse educational backgrounds and skill sets. Together, we champion the power of good planning to build livable, resilient communities throughout Louisiana through our work as policy advocates, educators, and planning experts.

Position Details

CPEX seeks a Policy Intern to work with our team on an initiative to develop a framework for an Office of State Planning for the State of Louisiana. This position will be responsible for conducting research and analysis, drafting recommendations, and contributing to an implementable framework for a statewide planning entity in Louisiana. The ideal candidate will be detail-oriented, have strong analytical skills, be an effective communicator, and interested in matters of planning and governance.

This is a paid part-time position consisting of about 20 hours per week in a flexible work environment. The position starts as early as June 1, 2022 and ends as late as October 31, 2022.

Qualifications

Students or recent graduates in public administration, law, political science, planning, or related fields are welcome to apply to this opportunity. Familiarity with or interest in the Executive Branch of Louisiana's state government and/or data systems management is desired.

Essential Responsibilities

- Providing assistance to staff with model governance analysis
- Preparing reports, performing research, and compiling data
- Supporting stakeholder outreach and engagement efforts, including interviews
- Assisting with the development of institutional mapping and needs assessments
- Assisting with other ongoing policy initiatives

Application Process

Applicants should submit a résumé along with a cover letter to Joni Hammons at jhammons@cpex.org with the subject line "2022 OSP Intern Application." The application period will close once the position has been filled. Qualified candidates will be invited for an interview.

Diversity, Equity, and Inclusion at CPEX

CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift up all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.