City Planning Intern

The City of Albany’s Department of Planning and Development is an interdisciplinary office of professionals that apply progressive urban planning practices to preserve neighborhoods, manage and promote adaptive land use, and guide sustainable growth in our community. The Department is seeking interns to assist Planners in project management, zoning and land use review, grant compliance, field work, and the administration of the Historic Resources Commission (HRC), Board of Zoning Appeals (BZA) and Planning Board (PB).

Responsibilities

This internship offers experience in a variety of city planning tasks and provides individuals an opportunity to become familiar with local government. Responsibilities include:

- Assist planners with zoning and development inquiries from the general public
- Conduct zoning code research, analysis and necessary field work
- Historic records digitization and archiving
- Attend project meetings and provide accurate minutes
- State Environmental Quality Review
- New York State Grant compliance and reporting
- Coordinate public outreach activities for planning studies and initiatives

Qualifications

- Students currently involved in graduate coursework related to urban and regional planning
- Strong attention to detail and organizational skills
- Strong research, data analysis, written and verbal communication skills
- Proficiency with Microsoft Office products
- Ability to work independently under general supervision

Position Details

This internship will begin in March and conclude in August with the possibility of an extension. Successful applicants are expected to complete a minimum of 20 hours per week and will receive a stipend of $500 per month. The position will be located at the Planning Office at 200 Henry Johnson Boulevard.

Applicants must submit a resume and cover letter in PDF format by 5 PM on Friday, February 21st to Yasmine Robinson, Deputy Director of Planning & Development at yrobinson@albanyny.gov.