



BOSTON REDEVELOPMENT AUTHORITY

TITLE: PLANNING INTERN (COMMUNITY PLANNING & WATERFRONT PLANNING), **UNPAID**

SUMMARY: Under the direction of Senior Planners on the Waterfront Planning and Community Planning teams, support public outreach and internal coordination for the Downtown Municipal Harbor Plan, the South Station Master Plan, and the Mt. Vernon Street Redesign Projects. Assist with preparing for public meetings, including preparation of meeting flyers, public notices, meeting handouts, Powerpoint presentations, other presentation materials, meeting logistics, and maintaining/updating e-mail contacts. Help maintain and update the project web pages. Prepare public meeting notes, conduct research/field research, and write reports.

QUALIFICATIONS: Work requires Masters degree level enrollment in city planning, urban affairs or real estate. Candidates for a masters degree in city planning are preferred. Strong writing skills required. Proficiency with Powerpoint, InDesign, SketchUp, and Adobe CS is desirable, but not required. Preference for candidates who are interested in learning about, and participating in, waterfront planning, the application of the City's new "Complete Streets Guidelines", and the community engagement component of planning initiatives.

DATES OF INTERNSHIP PROGRAM: February through May 2014 with the option to extend through September 2014

Flexible start and end dates: schedule based on student and employer needs.

Intern must be available to attend occasional evening public meetings.

ALL INTERNS MUST BE CURRENT GRADUATE STUDENTS

Candidates for a degree in city planning are preferred.

**Students must supply a transcript (proof of current enrollment) prior to hire.*

Submit resume/cover letter to:

**BOSTON REDEVELOPMENT AUTHORITY, HR
43 Hawkins Street
Boston, MA 02114
617-918-5458 (fax)
E-Mail: hr.bra@cityofboston.gov**