



Planning Intern (Part-Time) Volunteer Position

The Opportunity:

The City of San Gabriel's Planning Division seeks a senior year undergraduate or graduate student interested in gaining practical work experience in the area of municipal/urban planning. This unpaid internship position is expected to last for approximately five (5) months and requires a commitment of 15-20 hours a week. This Internship is an exceptional opportunity for a self-motivated, outgoing individual to participate in a multi-faceted department embracing planning, design, and economic development.

Position Summary:

Under direct supervision of the Planning Division staff, the Planning Intern will attain first hand public and local government planning experience and assist with various tasks which include, but are not limited to, researching zoning case files, typing reports, entering information in databases, administrative tasks such as filing, copying, printing; attend meetings with staff and development clientele, learn about Planning and Development processes and attend City hearing or committee meetings. Interns may communicate and collaborate with various City Departments, Divisions, and staff beyond the Planning Division.

Qualifications:

Must be a first year graduate student or undergraduate senior in city planning, or a closely related field. Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are also required.

Application Procedure:

Candidates must complete a City of San Gabriel application, résumé, and cover letter. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Tuesday, March 26, 2019. Faxed or emailed applications and/or résumés are not accepted.**

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

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Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.