



December 15, 2020

Job Title:

Community Development Intern

Job Description:

The State of Utah's Community Development Office (CDO) is seeking one part-time (10 hours/week minimum, \$14 hourly) paid intern beginning in the spring semester. CDO supports regional, rural Association of Government (AOG) planners across the state through training, information, and research. CDO interns are expected to manage research projects, support team projects, and produce written products. This internship will include: research, data evaluation, and support for local leaders through written products (briefs, guides, presentations, StoryMaps, etc.). The internship is anticipated to end in the Spring (April / May), with a potential full-time extension through Summer (August) and the possibility of continuing based on CDO needs and intern interest. Past interns have gone on to full-time employment with our office or are employed with the Utah Office of Energy, Utah Office of Tourism, GOED Office of Management & Budget, and various entities.

Duties & Responsibilities:

- Data generation, aggregation, analysis, and interpretation
- Community development related research
- Report writing
- Partnering with state/federal agencies on applied projects
- Support planners in rural and transitional communities surrounding the Wasatch Front
- Additional responsibilities based on community needs, organizational needs, and intern interests and abilities
- Other related tasks, as required

Minimum

- Ability to work independently
- Ability to possibly travel throughout the summer (<15%)
- Strong written communication
- Strong interpersonal skills
- Research and analytical skills
- Bachelor's student in planning, public administration, political science, or related
- Software: Microsoft Office, Google Docs Suite

Preferred

- Rural experience
- Experience with municipal operations
- Data analysis experience
- Master's student in planning, public administration, or related
- Strong interest in rural community success
- Software: ArcGIS (Online), ArcMap Pro, Adobe Suite (InDesign, Illustrator, Premiere)

Expectations:

The selected intern will be expected to work 10 hours minimum per week during active student semesters, with flexible scheduling. The position may be full-time during academic breaks (Winter, Spring, Summer). The position reports to the Community Development Director. Typically, our office prefers that interns work out of the CDO office in Salt Lake City, however, this position will remain fully remote until staff return to the office. Please note that it is possible that work may be fully remote even after staff have returned to the office. The selected intern will also participate in biweekly one-on-one mentoring sessions with CDO staff to enhance their professional development skill set for post-graduation. A laptop and office space will be provided; a state car provided for any work-related travel.

To apply, please submit cover letter and resume to Jordan Katcher, jkatcher@utah.gov, 703.915.8296

Deadline to Apply: January 4, 2021 (EOB)

Please visit <https://jobs.utah.gov/housing/community/planning> for more information about CDO's work.