

POSTED: Dec. 1, 2011

JOB NOTICE

Job title: Planning Intern

Hours: Part time (15-22 hours per week)

Duration: The position is temporary and begins January 2012. At minimum, successful candidates should be available to work through May 2012. The position has the potential for extension through 2013.

Division: Planning & Government Services (PGS)

Supervisor's Title: Principal Planner

Nature of Position: The Intern will assist in the preparation of Pre-Disaster Hazard Mitigation Plans for counties in northeast Georgia. Essential functions include: managing databases, conducting research, writing text for plans, facilitating communication with local government staff, elected officials and stakeholders, and taking minutes at meetings. Other duties may be assigned to the position based upon the qualifications of the applicant. The Intern will work in coordination with NEGRC staff (Principal Planner & Planner) for guidance in completing project tasks.

Education: Candidates should be currently enrolled or recently completed a college program in a related field (i.e. planning, public administration, emergency management, political science, etc.).

Required Skills: Strong research, writing, and organizational skills. Microsoft Office (particularly Excel). Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external clients.

Experience: No minimum experience is required, although preference will be given to candidates with a verifiable work history.

Please submit a cover letter and resume to:

Ms. Julie Ball, Planning Assistant
Northeast Georgia Regional Commission
305 Research Drive
Athens, GA 30605-2795
Email: jball@negrc.org

No telephone inquires accepted. A review of applications will begin December 5, 2011. No applications will be accepted after January 4, 2012. The Northeast Georgia Regional Commission is an Equal Opportunity Employer. For more info about us, visit our website at www.negrc.org.