



Puget Sound Regional Council

Growth Management Intern

Closes: Open until filled with applications reviewed beginning September 24, 2018.
Status: Temporary part-time, up to 16 hours per week, until the end of June 2019; nonexempt FLSA status.
Salary: \$19 per hour with no benefits.
Timeline: Position to begin October 2018.
Location: Puget Sound Regional Council, Downtown Seattle, Washington

ABOUT PSRC:

The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation's fastest growing metropolitan areas. PSRC brings together the region's counties, cities and towns, native tribes, ports, the state of Washington and civic interests to understand the challenges facing our region's future and make plans for the region to continue to succeed. The agency serves as the region's Metropolitan Planning Organization and also plays the leading regional role in growth management and economic development under state and federal laws. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

THE POSITION:

PSRC is seeking an intern to support planning activities in the Growth Management team. PSRC has initiated work on developing VISION 2050, the central Puget Sound region's long-range growth strategy. This internship is an excellent opportunity to learn more about local and regional policy and contribute to development of the long-range plan and other growth management projects. In this position, work will primarily include reviewing, analyzing, and preparing information and reports to support development of VISION 2050. This may include assistance on outreach activities and key regional policy issues such as social equity, land use planning, housing, and shared economic prosperity. The position will assist with other research and programmatic support for the Growth Management team, such as review of local plans. Individuals from all cultures and communities are encouraged to apply.

THE CANDIDATE:

The ideal candidate will have ability to:

- Analyze public policies, planning strategies, and implementation actions developed under state planning legislation.
- Assist with research projects for regional planning studies related to growth management topics, including land use and transportation.
- Assist with analysis of data and trends.
- Provide support for events, committee, and board meetings by organizing logistics, preparing materials and assisting in registration and conduct of meetings.
- Work independently and as part of a team.
- Communicate effectively both orally and in writing, and work well with the general public, professionals, and agency staff.

Candidates should also possess:

- Excellent organizational skills.
- An understanding of planning issues, particularly those related to transportation and growth management, and of policies that affect local and regional governments.
- Technical proficiency and demonstrated experience using basic computer software.
- Knowledge of the Pacific Northwest and State of Washington transportation and growth management planning requirements, as well as food system planning, would be an asset.

EXPERIENCE AND EDUCATION:

- Bachelor's degree and/or enrollment in a Master's degree program in urban planning, public administration, geography, or a related field; or at least one year of planning experience;
- Or, any combination of education and experience that would provide the applicant with the desired skills, knowledge and abilities required to perform the job.

TO APPLY:

- To be considered, applicants must submit a **cover letter, resume, and completed, signed PSRC application.**
- The voluntary, confidential Equal Employment Opportunity form is appreciated for applicant tracking purposes.
- For application materials, please visit <http://www.psrc.org/about/careers>.
- Completed materials can be emailed to hrdept@psrc.org, faxed to 206-587-4825, or mailed to:
Puget Sound Regional Council, attn.: HR, 1011 Western Ave., Suite 500, Seattle, WA 98104.