



Puget Sound Regional Council

## Data and Planning Intern

- Closes:** Open until filled with applications reviewed beginning December 2, 2020.
- Status:** Two temporary part-time positions; 12 to 16 hours per week for one year, with flexibility to adjust hours and duration; nonexempt FLSA status
- Salary:** \$21 per hour with limited benefits
- Timeline:** Positions to begin January 2021
- Location:** Puget Sound Regional Council, Downtown Seattle, Washington

### ABOUT PSRC:

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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 diverse 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 is the regional leader for growth management, transportation, and economic development under state and federal laws. Visit [www.psrc.org](http://www.psrc.org) to find out more. PSRC is an equal opportunity employer.

### THE POSITION:

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PSRC is seeking two Interns to join its Data and Planning Departments to perform a variety of technical tasks and support planning activities under general supervision. Qualified candidates will have excellent analytic and communication skills, as well as a keen interest in advancing a variety of regional planning projects. Individuals from all cultures and communities are encouraged to apply.

Depending on qualifications and interests, the successful candidates may support one or both departments and work on a range of data analysis and planning activities. These internship positions are an excellent opportunity to gain technical proficiencies, contribute to the development of regional plans, learn more about local and regional policies, and help address key regional issues such as social equity, land use and transportation planning, and shared economic prosperity.

Work in the Data Department may include database development and maintenance tasks (e.g., data processing, quality control, geocoding), data analysis and technical support for regional planning activities, support for PSRC's land use and travel model development program, data visualization projects including web mapping, programming/scripting projects, and other technical planning-related tasks using a variety of datasets. Additional responsibilities may include responding to information requests from external member jurisdictions and organizations.

The Planning Department includes the Growth Management, Regional Planning, and Transportation Planning Divisions. Work in Planning will primarily include reviewing, analyzing, and preparing information and reports to support development of the 2022 Regional Transportation Plan and Regional Economic Strategy and implementation of the VISION 2050 plan. Additional responsibilities may include performing quantitative and qualitative research using a variety of demographic, economic, land use, and transportation datasets, assisting with meetings, and providing other programmatic support such as review of local plans.

## THE CANDIDATE:

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The ideal candidate to work on data development will have the ability to:

- Apply common statistical concepts and data analysis techniques.
- Proficiently use common software packages to analyze and transform data, such as Excel, relational database packages (e.g., Access, SQL Server, MySQL), ArcGIS, and Tableau. Familiarity with SQL, R, Python, Git, or JavaScript programming languages is desirable but not required. Experience with web mapping, ArcGIS Online, OpenStreetMap, and web-based visualization packages (e.g., Leaflet) is a plus.
- Collect, analyze, and perform quality control measures on regional planning datasets (e.g., Census, surveys, housing, land use, transportation including pedestrian and cycling activities). Handle and manage multiple, large electronic data files. Familiarity with commonly used demographic, land use, and other planning datasets is a plus. Knowledge of land use and travel modeling is welcomed but not required.

The ideal candidate to support planning work will have the ability to:

- Analyze public policies, planning strategies, and implementation actions to help develop the Regional Transportation Plan and Regional Economic Strategy and support other major planning efforts such as implementation of VISION 2050.
- Assist with research projects for regional planning studies related to growth management and transportation planning topics, including land use, housing, transportation services and infrastructure, and economic development.
- Provide support for events, committee, and board meetings by organizing logistics, preparing materials and assisting in registration and conduct of meetings.

Successful candidates should also possess:

- Excellent attention to detail, organization, and problem-solving skills, as well as aptitudes to work independently and as part of a team.
- Effective oral and written communication abilities to work with the general public, professionals, and agency staff.
- Interest in the local and regional planning context in the central Puget Sound region. Knowledge of the Pacific Northwest and State of Washington growth management and transportation planning requirements would be an asset. Familiarity with planning and policy issues related to growth management, transportation, economic development, and local and regional governance is desirable.

## EXPERIENCE AND EDUCATION:

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- Enrollment in a Bachelor's/Master's degree in urban planning, geography, public administration, transportation engineering, or related field.
- Or, at least one-year experience through employment, coursework, or practical experience in urban planning, urban data analytics, and/or related field.
- Or, any combination of education experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

## TO APPLY:

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- **To be considered, applicants must submit a cover letter, resume, and completed, signed PSRC application.**
- The voluntary and confidential Equal Employment Opportunity, Applicant's Invitation to Self-Identify – Veteran Status, and Voluntary Self-Identification of Disability forms are appreciated for applicant tracking purposes.
- For application materials, please visit <https://www.psrc.org/about/careers>.
- Completed materials can be emailed to [hrdept@psrc.org](mailto: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