Puget Sound Regional Council

Data and Planning Intern

Closes: All application materials must be received by 8:00am August 24, 2022.
Status: Temporary part-time position; 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: Position to begin September/October 2022.
Location: Puget Sound Regional Council, Downtown Seattle, Washington; The position may be eligible for hybrid or remote work (within Washington state).

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. PSRC seeks to support an inclusive region and build a work culture which embraces diversity and promotes equity. Visit www.psrc.org to find out more.

The strength of our region is rooted in our diversity. Barriers to opportunity and achievement for people of color and other marginalized groups only undermines the talent and resources available to our region, limiting our ceiling for excellence. Regions that remove barriers and reduce disparities maximize the ability of every resident and jurisdiction, creating stronger economies, more engaged communities, and improved outcomes for all residents. At PSRC, we're striving to create a region where all people have the means to attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; where differences in life outcomes cannot be predicted by race, class, or any other identity. In order for us to accomplish this, our workforce has to reflect the communities we serve. We're committed to creating an agency where all of our employees can thrive. We encourage people of all backgrounds and identities to apply.

THE POSITION:

PSRC is seeking an Intern 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 candidate may support one or both departments and work on a range of data analysis and planning activities. The internship position is 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:

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:

Typical ways in which incumbents acquire the necessary knowledge, skills, and abilities include:
- 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 lived experience or education experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (*e.g*., Peace Corps, AmeriCorps) and other organizations (*e.g.,* professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

TO APPLY:

For full job announcement, visit https://www.governmentjobs.com/careers/psrc.