



Puget Sound Regional Council

Housing/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 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. 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. PSRC is an equal opportunity employer.

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 INTERNSHIP:

Providing adequate housing for all is a critical issue for the central Puget Sound region. The Puget Sound Regional Council is working to identify and implement coordinated strategies, policies, and actions to ensure that the region's housing needs are met. [VISION 2050](#), the region's long-range plan for growth, presents an opportunity for the region to better assess and address housing needs and to develop a coordinated regional housing strategy.

PSRC is seeking a Housing/Planning Intern to join the Planning Department to support the implementation of the [Regional Housing Strategy and VISION 2050, including the 2022 Housing Incentives and Tools Survey](#). The intern will have an opportunity to gain experience working in a dynamic, multidisciplinary and collaborative department. Work will include outreach to cities and counties; collecting, processing and cleaning survey data; and analyzing and reporting survey results. The internship will provide opportunities for collaboration with public sector partners and other stakeholders, application of housing technical expertise and research, and exposure to a diversity of municipalities and

partners who are working to address housing need in the region. This is a unique opportunity to get hands-on experience researching and processing housing data and implementing regional housing policy.

The intern will work with Planning staff to conduct and synthesize research and data analysis and support evaluation of regional policies and practices. The intern will also support efforts to convene partners and facilitate conversation, exchange, and collaboration to increase consistency and coordination across regional planning efforts.

THE CANDIDATE:

The ideal candidate has a demonstrated an interest in housing policy and regional planning through lived experience, coursework, or past professional experience. This is an opportunity to grow and learn as an emerging planning professional. The ideal candidate will have the ability to:

- Collect, process, and analyze quantitative and qualitative housing data.
- Use common software packages to analyze and present data (e.g., Excel, Word, and PowerPoint). Familiarity with ArcGIS, databases tools, Tableau, web mapping, ArcGIS Online, OpenStreetMap, and web-based visualization packages is a plus but not required.
- Assess housing and land use policies, strategies, and implementation actions developed under state planning legislation and federal requirements.
- Assist with research related to housing and planning best practices in the central Puget Sound region and peer regions.
- Collect, analyze, and perform quality control measures on large datasets. Familiarity with commonly used demographic, land use, and other planning datasets is a plus.
- 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 and problem-solving skills.
- 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.

EXPERIENCE AND EDUCATION:

Typical ways in which incumbents acquire the necessary knowledge, skills, and abilities include:

- Be a current student in a relevant field such as urban planning, community development, data science, sociology, geography, public administration, engineering, or related field.
- Or, at least one-year experience in urban planning, community development, 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>.