



Internship Opportunity

City of Albuquerque Planning Department

Urban Design & Development Division, Long Range Section

The Planning Department has an opening for a paid internship starting immediately. This intern will work with Long Range planners doing community planning throughout Albuquerque. If hired, you may also be asked to do other tasks related to City Leaders Academy, Current Planning, and/or Historic Preservation, based on your interests and our needs, so there is lots of good experience to be gained from this internship.

Candidates must be enrolled in classes that will culminate in a degree. Candidates must be willing and available to work 20 hours a week, Monday-Friday during normal working hours. We prefer that you set a regular weekly schedule, with the understanding that some weeks may need to be flexible to work with your class commitments. Assistance with public meetings and/or events in the evenings or on weekends may be requested as needed. Pay is \$10/hour for undergraduate students and \$14/hour for graduate students, non-negotiable, with no benefits.

Core responsibilities:

- Research and analytical skills
- Multitasking and organization
- Writing
- Customer service and public outreach

Highly desirable skills and abilities:

- Social media, including Facebook and Twitter
- Graphics, including maps, diagrams, document design, and meeting materials
- Storymaps and interactive maps using ArcGIS
- Statistical and data analysis
- Video editing and creation

Please note in your letter of interest your proficiency (beginner, comfortable user, expert, etc.) in any of the following:

- Microsoft Word and Excel
- Adobe InDesign
- Adobe Illustrator
- Adobe Acrobat
- Adobe Photoshop
- ESRI/GIS
- Video editing software

To apply, send a resume and letter of interest describing your skills to Mikaela Renz-Whitmore, mrenz@cabq.gov, no later than **Friday, June 3 by noon**. Interviews will take place June 6-8. You are encouraged to bring work samples or a portfolio to the interview.

To learn more about us, please visit the Planning Department website: <http://www.cabq.gov/planning> and the project webpage: <http://abc-zone.com>.