

Planning Intern Position

Adams County Office of Planning & Development



Adams County Office of Planning & Development (ACOPD) has an ongoing internship program aimed at providing interns with experience in land use planning, public engagement and outreach, conservation plan implementation, mapping, 3D modeling, and transportation planning. Whenever possible we seek to work with interns to tailor their job duties to their interests or needs for experience. We also have the ability to create internships that will coincide with student research projects, if they align with functions of our office and/or needs within Adams County. Planning internships are ideal for students considering careers in planning, agricultural land conservation, grants administration, public administration, and related fields.

Planning Interns provide support to the Planning Division, Rural Resources Division (Agricultural Land Preservation Program), and Grants Administration as needed.

Typical Responsibilities Include:

- Collect and prepare data for various reports or projects, such as zoning ordinances and amendments, comprehensive plans, and specialized plans such as economic development, recreation, and transportation plans.
- Research and update funding resource directories and publications.
- Assist staff at community meetings.
- Perform sample land development reviews and participate in land development review meetings.
- Create, update, and maintain online map applications in ArcGIS Online.

Preferred Qualities and Prerequisites:

- Ability to work independently and accomplish assigned tasks with minimal supervision
- Flexibility and desire to work on varying planning projects.
- Working knowledge of ArcGIS software a plus.
- Applicants must be enrolled in a recognized curriculum at an institution of higher education and have completed at least three years coursework.

Interested applicants can email a cover letter, resume, and application to cmarshall@adamscounty.us with Planning Internship in the subject line.