

INTERN

The Unified Government of Wyandotte County/Kansas City, KS (UG) is searching for a Planning Intern for the Department of Planning and Urban Design. The UG and its Planning Department are a collaborative team focused on creating livable neighborhoods through the design of a socially just, economically accessible, culturally diverse, and environmentally sustainable community. Responsibilities include: Customer service including calls and walk-in interactions with the public, assisting with administrative duties of the office, including but not limited to database management, reporting and filing, increasingly autonomous management of land use cases such as Sign Permits, Special Use Permits, and Plan Reviews.

Time Requirement: Summer/holiday hours-Up to 40 hours per week, including occasional evenings, school year hours-up to 20 hours per week.

Experience: A successful candidate will have customer services experience, office/clerical experience, strong written/oral communication skill, and the ability to manage projects independently. Prior experience in a non-profit or governmental office is preferred. Undergraduate coursework in Political Science, Urban Planning, Environmental Science, or other social science(s) is a plus. Some graduate coursework in Urban Planning or Public Administration is preferred, but all educational backgrounds are welcome to apply. Spanish language skills are preferred, but not required.

Salary: \$15.00/hr.

For application instructions please visit our website www.wycokck.org.

Deadline to apply: Wednesday, December 14, 2022

PI #3110, 3111

EXT 11/17/2022

EOE

The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

