The Unified Government of Wyandotte County/Kansas City, KS is searching for a Planning Intern for the Urban Planning and Land Use Department. The Unified Government is an upward trending team providing services to a community that is experiencing very unique private investment in the commercial, office and industrial sectors. Responsibilities include: Customer service including calls and walk-in interactions with the public, assisting with administrative duties of the office including database management, reporting and filing, increasingly autonomous management of land use cases including but not limited to Sign Permits, Special Use Permits, and Plan Reviews, as well as other duties as assigned. Time requirement: Summer Hours- Up to 40 hours per week, including occasional evenings, School year hours- At least 20 hours per week. Successful incumbent will have customer service experience, office/clerical experience, strong written/oral communication, ability to manage projects independently. Experience in non-profit or governmental office preferred. Undergraduate coursework in Political Science, Urban Planning, Environmental Science or other social science(s). Some graduate coursework in Urban Planning or Public Administration preferred, but all educational backgrounds are welcome to apply. Spanish language skills are preferred, but not required. Salary: $14.00/hr. For application instructions please visit our website www.wycokck.org Deadline to apply: Wednesday, October 21, 2019.

EOE

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