

The Capitol Region Council of Governments

Community Development Planning Intern



To apply send your resume
and cover letter to:

Cheryl Assis

cassis@crcog.org

or

CRCOG

241 Main Street, 4th Floor
Hartford, CT 06106

The Capitol Region Council of Governments introduces a great opportunity to become a **Community Development Planning Intern** for the Summer of 2021.

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. CRCOG is guided by the chief elected officials of its 38 member municipalities. The mayors, first selectmen, and town council chairmen who make up CRCOG's governing Policy Board recognize that the future of the individual members is tied to the future of the region. Members have collaborated for more than 50 years on a wide range of local and regional projects. CRCOG is the largest of Connecticut's nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for the Metro Hartford area.

This position reports to the Community Development Deputy and will provide support to other staff members within the Community Development unit of the Planning Department.

This is a **Part Time** position (up to 21 hours/week) for **May-August 2021**

Salary: \$15-\$20 per hour

CRCOG is an Equal Opportunity Employer. EOE/M/H/F



Community Development Planning Intern

Summary of Position

CRCOG is seeking a summer intern to perform a variety of community development planning activities and to support staff within the Community Development Unit of the Planning Department.

Essential Duties and Responsibilities

Assists with a broad range of Community Development Planning activities that could include regional land-use planning, scenario planning, corridor studies, bike/ped planning, grant programs, and/or data collection and analysis. Assists in preparation of monthly and quarterly reports, website postings, and invoices. Performs other Community Development Planning tasks as assigned. The position will require collaboratively working with others.

Desirable Knowledge, Skills, and Abilities

Basic knowledge of the principles of community development or land-use planning is required. The position requires strong oral and written communication skills; proficiency with word-processing and spreadsheets; the ability to prepare clear, accurate records and reports; time management skills to allow for the handling of multiple assignments simultaneously; and effectiveness under pressure of variable deadlines.

Minimum Training and Experience

Enrollment in a Bachelor's or Master's program at an accredited college or university with a major in regional planning, urban planning, urban studies, geography, or civil/transportation engineering.

Licenses and Certifications

May need a valid driver's license or the ability to obtain.

Physical Demands and Working Environment

Primary functions require sufficient physical ability and mobility to work in an office setting.

Contact Information

Please address your resume and a cover letter to Ms. Cheryl Assis, Director of Public Safety and Homeland Security. Electronic submissions are preferred and should be sent to cassis@crcog.org with an email subject of "Community Development Planning Intern." If submitting via postal mail, transmit to CRCOG, 241 Main Street, 4th Floor, Hartford, CT 06106. Resumes should be received by March 16, 2021, but the position will remain open until filled. CRCOG is an Equal Opportunity Employer. EOE/M/H/F