



BOSTON REDEVELOPMENT AUTHORITY

TITLE: PLANNING INTERN (COMMUNITY PLANNING) **UNPAID**
(3-4 Internship Positions)

SUMMARY: Under the direction of Senior Planners/Community Planning, support public outreach and its internal coordination. Assist with preparations for workshops. Conduct targeted field/photo surveys. Prepare meeting minutes and conduct research. Assist with the implementation of programs and events to activate the Downtown Crossing pedestrian zone.

Provide assistance on the following neighborhood planning projects:

- Harrison/ Albany Study Area (South End)
- Greenway/ Crossroads Initiative
- Downtown Crossing Economic Improvement Initiative
 - Boston Art Windows Initiative
 - Summer Street special events/ pedestrian zone activation
- American Planning Conference Preparation
- Rezoning for Urban Agriculture Initiative
- Rezoning process of Dorchester Ave and Planning for Fairmount Line (MBTA transportation)

QUALIFICATIONS: Work requires Bachelors degree or Masters degree level enrollment in planning, urban affairs, real estate, art curating or event management. Masters degree candidates preferred. Must have proficiency with Microsoft Office; proficiency with Adobe CS is highly desirable.

DATES OF INTERNSHIP PROGRAM: September 2010 to May 2011

Flexible start and end dates; schedules open to discussion based on student and employer needs.

Full or Part time schedules are available.

ALL INTERNS MUST BE CURRENT STUDENTS

Graduate Students are preferred.

**Students must supply a transcript (proof of current enrollment) prior to hire.*

Submit resume/cover letter to:

BOSTON REDEVELOPMENT AUTHORITY, HR
43 Hawkins Street
Boston, MA 02114
617-918-5458 (fax)
E-Mail: hr.bra@cityofboston.gov