



SAN FRANCISCO PLANNING DEPARTMENT

2017 SUMMER PLANNING INTERNSHIPS (\$25.48/hr.)

1650 Mission St.
Suite 400
San Francisco,
CA 94103-2479

JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for a number of bright and enthusiastic interns to work full time with staff on a variety of planning projects this summer (June 5 thru Aug. 25). This will be a rewarding and valuable experience for those interested in the planning field and desire introductory work experience or college credit. Interns will conduct research, collect and analyze data, and prepare draft documents for planning work related to urban design, historic preservation, affordable housing, community development, environmental regulations, and sustainable development.

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415.558.6378

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Information:
415.558.6377

PROJECTS:

1. Civil Rights/ Underrepresented Communities Project Intern

As part of the Civils Rights Project funded by the Underrepresented Communities Grant, the intern would prepare a development proposal to produce a mobile application that maps and promotes the resources documented by the project. The proposal would entail preliminary database design, template design for the application interface, and financial analysis for construction and maintenance of the software. The proposal would be used to seek the funding and staffing necessary for implementation of the mobile application. This work would seed a larger endeavor to map all of the City's historic resources through a mobile application that enables personalized walking tours and an accessible learning tool for citizens and visitors. The work would include the following tasks: designing an interface template; building a database for the application; creating a budget; and writing a proposal. The ideal candidate should have strong writing skills; have strong graphic design skills; be an experienced researcher; and have experience with mobile application development and user interface design.

2. Mini-Historic Context Statements Interns (2 Positions)

Building upon the Department's completed historic context statements, surveys, and environmental evaluations, the interns would be responsible for conducting archival research and windshield surveys to develop neighborhood mini-historic context statements. The interns would prepare mini-historic context statements (2-5 pages) of the development history for each neighborhood in City. Each neighborhood synopsis would cross-reference information from adopted and/or draft historic context statements; note common citywide development patterns where they exist; note unique or previously unknown historical trends or themes for future research. Each mini-historic context statement would help identify which areas or themes of each neighborhood would be worth researching further as well as provide background information for intensive survey of the each neighborhood during the Citywide Survey. The ideal candidate should be currently enrolled in a Master's program in Historic Preservation/Architectural History or other closely related field and have an interest in Modern architecture or Redevelopment projects. Excellent research and writing skills are required.

3. Public Art Survey and Process Improvements Intern

Large projects downtown are required to contribute an amount equal to 1% of their construction costs towards public art. The intern would conduct a public art survey and develop a process for collecting data on how sponsors are meeting the art requirement. Projects would include creating an interactive map of public art downtown, updating the Public Art Guidelines for project sponsors, and creating a process within our existing framework so that the Department can keep better data on how developers meet the public art requirement. The intern may also have the opportunity to interface with the Arts Commission and other related City agencies. The intern should have strong graphic design skills, the ability to research property histories, and the willingness to gain an understanding of the development process. The ideal candidate should have a bachelor's degree, and a demonstrated interest in public art or planning.

4. Window and Siding Replacement Standards Intern

This intern would research the practice of replacing windows as they relate to the Department's Window Replacement Guidelines so as to provide better customer service when advising clients at the Planning Information Center. The primary goal of this internship will be to understand the types and brands of new windows on the market along with different methods of installing replacement windows. This internship may include site visits and videography to get a better understanding of the process of replacing windows within existing openings as well as meetings with window manufacturers to learn about products on the market. The intern would take the same approach in researching different types of siding materials and their methods of replacement. A variety of siding materials are on the market and the intern would research which types and methods would be acceptable "in-kind" replacement. A second part of the internship will involve compilation of recent research regarding window and siding repair to gain a better understanding of alternatives to window and siding replacement. This research would ideally provide planning staff with additional tools to discuss alternatives to material replacement with the public. The ideal candidate should be currently enrolled in or completion of an undergraduate or graduate program in Architecture, Historic Preservation, or other closely related field.

5. Transportation Impact Analysis Guidelines Update Intern

The intern would research and collect data on established procedures, reforms and updated process related to San Francisco's Transportation Impact Analysis Guidelines. The project would include working with the transportation team, MTA staff, SFCTA staff, consultants, and others to learn and document the above regarding various transportation modes included in the Transportation Impact Analysis Guidelines (people walking, bicycling, riding transit, driving private or commercial vehicles). The ideal candidate should have a Bachelor's degree in Transportation or Urban Planning (or currently studying for such a degree), and be ArcGIS proficient.

6. Visual Display and Maintenance of Mitigation, Improvement, and TDM Measures Intern

The intern would integrate mitigation, improvement, and TDM measures and Capital Improvement Projects into a geographic information systems layer with attribute tables. This includes both recently completed, approved, and planned measures and projects. This could include updates to the San Francisco's Transportation Information Map (<http://sftransportationmap.org>) and Transportation Demand Management Tool (<http://sftdmttool.org>). The ideal candidate should have a Bachelor's degree in Transportation or Urban Planning (or currently studying for such a degree), be ArcGIS/Python/MongoDB/Javascript proficient, and have strong interest and experience in programming, data analysis, and data visualization within the context of transportation planning/engineering.

7. Climate Change and Greenhouse Gas Emissions Strategies Project Intern

The intern would be responsible for updating San Francisco's Strategies to Address Greenhouse Gas Emissions including amendments to account for new policies and regulations that have been implemented since its original publication (November 2010). Under supervision of the Climate Change Specialist, the intern would identify recent local, state, and federal policies and legislation that could affect San Francisco's Greenhouse Gas Emissions, work with the San Francisco Department of the Environment to update the City's greenhouse gas inventory and reduction targets, produce an update to the City's Strategies to Address Greenhouse Gas Emissions, and update the GHG Compliance Checklist that is used to determine project-level compliance with the GHG Reduction Strategy. The ideal candidate should possess excellent organization and written/oral communication skills; be an expertise in PowerPoint and InDesign; and have knowledge of resiliency and sea level rise principles.

8. Advancing Community Equity and Opportunity Intern

The intern would support the Department's five community development specialists on a variety of research and community engagement tasks, working with low-income and communities of color throughout San Francisco. The intern would be responsible for the following: collect data for the first Mission Action Plan 2020 monitoring report, assist with implementation of the Planning Department's Racial and Ethnic Equity and Action Program Phase I, support the team's Black SF project community engagement and outreach efforts, engage in research and a gap analysis related to families living in SRO conditions, and assist with implementation of the Tenderloin Development Without Displacement Initiative. The ideal candidate should be a college or graduate student and

should have experience in quantitative and qualitative research and community organizing and/or engagement; working knowledge of urban planning and local government; strong communication skills, and command of and enthusiasm for the subject matter.

9. Policy Research to Advance Housing Affordability Intern

The intern would work with the housing policy team to advance our research on housing affordability and housing preservation and production. The intern's work would focus on data analysis and mapping and may include survey research and analysis. The project supervisor would develop a final scope of work for the research project in consultation with the intern but research topics could include the following: factors affecting annual production of both market rate and affordable housing, housing cost impacts of job growth and job concentrations regionally and within the city, populations served by new development compared to existing housing, and modelling the housing affordability impacts of different housing policy approaches. The ideal candidate should be enrolled in or completed a Masters level City Planning, Public Policy, or equivalent program or have a Bachelor's degree with significant research, data analysis, and policy experience. Quantitative and qualitative analysis skills, GIS capability, and familiarity with affordable housing policy preferred.

10. A Transportation Element for the 21st Century and Beyond Intern

The Planning Department is initiating an update to the General Plan Transportation Element, which was last updated in 1995. While most of the policies are still relevant and useful, there is a desire to modernize the Element to make it a more effective tool for guiding all of San Francisco's transportation planning efforts. The Transportation Element update is a major component in the work program of Connect SF, a multi-agency collaboration process to build an effective, equitable and sustainable transportation system for our future. The intern would review the Transportation Element and (1) assess policy background and relevance, (2) identify opportunities to align the goals and policies in the Element with Planning Code requirements and CEQA significance criteria, and (3) recommend new Element language to reflect the Connect SF Vision. The ideal candidate should be enrolled in or completed a Master's degree in City Planning / Transportation Planning-related field and have specific interest in the integration of land use and transportation policy, and the strategic usefulness of its implications.

11. Neighborhood Prototyping & Outreach Intern

This internship is a joint effort between GroundPlay and the City of Neighborhoods Initiative and focuses on strategic and tactical interventions, with an emphasis on the Excelsior and Outer Mission neighborhoods. The intern would have the opportunity to (1) provide support to ongoing GroundPlay projects and (2) design a new GroundPlay project in the Excelsior neighborhood. Existing GroundPlay projects include parklets, the Market Street Prototyping Festival, Play Streets, and temporary plaza design. The intern would provide support to at least one of these projects. In the Excelsior & Outer Mission neighborhoods, the intern would focus on executing some of the GroundPlay programming, such as Play Streets, and also create the conceptual design for a new temporary public space installation. The ideal candidate should have community development and engagement experience as well as experience with design thinking and the built environment. In addition, the intern should be highly motivated and able to balance working in a team and taking initiative on identified objectives. The ideal candidate may not possess all of these skills, yet openness to learning and building new skills is a plus. Foreign language skills, especially Spanish, Tagalog, and Chinese are extremely desirable.

12. Street Design Advisory Team / Shared Streets Intern

The Street Design Advisory Team is seeking an intern to assist with several interdepartmental initiatives related to the advancement of safe, dynamic, and engaging streets. The position involves policy development; design research and analysis; and the development and refinement of internal processes related to streetscape design and the implementation of the City's Better Streets Plan (www.sfbetterstreets.org). The intern would work with the Department's design staff and staff from other City agencies. The intern's scope of work will be multi-faceted and include design research, graphics communications work, and process internal improvements related to the Planning Department's work on Street Design. The ideal candidate should have a strong interest in the design and implementation of sustainable urban transportation systems, and completed a bachelor's degree. Previous

academic experience in transportation, architecture, landscape architecture, urban design and/or city planning at the undergraduate or Master's level or intent to pursue further study in these fields is desirable. The ideal candidate should also have strong written communications skills, and technical proficiency working with graphic software such as AutoCAD and the Adobe Suite (Photoshop, Illustrator, and InDesign).

13. Civic Center Intern

The Civic Center intern will be a joint-internship between two projects the Planning Department is playing a lead role in managing: The Civic Center Commons Initiative—focused on near-term activation and enhancement of the San Francisco Civic Center's central public spaces—and the Civic Center Public Realm Plan—focused on long-term improvements to the area's streets, plazas and other public spaces (See www.civiccentersf.org). Both projects seek to enhance the Civic Center's public realm as a social, cultural, and democratic gathering place for all San Franciscans. The Civic Center intern would be responsible for a variety of tasks intended to strengthen the link between the two projects, such as developing tactical urbanism concepts generated via the upcoming Civic Center public life study, continuing the Humans of New York-inspired Civic Center Stories community engagement project, and supporting other public outreach efforts for both projects throughout the summer. The ideal candidate should have a Bachelor's degree in City Planning, Landscape Architecture, Architecture or related field and possess strong design and communication skills, with demonstrated experience in the Adobe Creative Suite and/or similar design programs. If interested, please submit a one-page cover letter and a portfolio of work.

14. Public Life Data Analysis Intern

The Public Life dataset is an extremely valuable resource on human uses of our public spaces and streetscape infrastructure projects. The Public Life Data Analysis intern would help advance the Department's research approach by conducting research and analysis on the Department's extant Public Life Data combined with any other public datasets (demographics, land use, development, etc.), integrating outstanding 'legacy' datasets into the existing Microsoft access database / ArcMap geodatabase, developing data entry interface via Microsoft Access Online, as well as providing general support of other Department projects undertaking Public Life Surveys. The ideal candidate should have a Bachelor's degree in City Planning or any other related field, completed or are currently undertaking a Master's Degree in City Planning or related field, be fluent in Microsoft Office Suite, particularly Access and Excel, and be fluent in ARCMAP, ARC Catalog, Adobe Suite (InDesign, Illustrator, Photoshop). Proficiency in SQL, ESRI Online, ESRI Mobile Data Collector, Tableau Public, Html, and WordPress highly preferred.

If interested, please submit a one-page cover letter and a portfolio (single-sided 11 x 17 formats) showing the following: (1) up to 3 samples showing GIS analysis and visualizations. The sheet may combine narrative text as well as graphics; (2) up to 3 samples showing infographic and/or layout work, and (3) up to 3 samples of other landscape architecture or planning work.

APPLICATIONS:

Interested applicants can apply online at: <http://internship.sfplanning.org>. Be sure to clearly indicate your preference for which project(s) you would like to participate and complete your statement of interest in the Supplemental Questionnaire portion of the Application.

Work portfolios may be sent to the attention of Ms. Nora Priego of the Planning Department, at 1650 Mission Street, 4th Floor, San Francisco, CA 94103. You may also send your portfolios electronically to: CPC.InternshipProgram@sfgov.org. Please note: Size limit is 25MB. If your file is greater than 25MB, please send us a link where we can download your PDF portfolio.

DEADLINE: Friday, February 3, 2017 at 5:00 pm.