



SAN FRANCISCO PLANNING DEPARTMENT

2015 SUMMER PLANNING INTERNSHIPS (\$23.93/HR)

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JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for a number of bright and enthusiastic interns to work with staff on a variety of planning projects this summer (June 1 thru Aug. 21). 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, archeology, housing, and sustainable development.

PROJECTS:

Historic Preservation Intern (Commercial Storefront Historic Resource Survey) – Full Time

Assist with the documentation and evaluation of historic mixed-use buildings within San Francisco Neighborhood Commercial Districts. Preference will be given to graduate students focusing on historic preservation and/or with experience working on historic resource surveys. Tasks include in-field surveying with members of the Planning Department survey team, historic research, writing building descriptions and other reports, photography and data management. Strong writing skills are essential.

Historic Preservation Survey Database Cleanup Intern – Full Time

Assist in the data collection and mapping of completed historic resource surveys. Tasks include conducting focused archival research, finalizing survey documents, synthesizing survey data and creating maps using GIS. The ideal candidate should have an educational background in historic preservation; strong writing, organizational; and analytical skills; and GIS mapping experience.

Green Roofs Intern – Full Time

Assist in the drafting of the Green Roofs Manual and additional public outreach initiatives. Since hosting the annual national green roof conference in 2013, the department has continued to advance various efforts related to the establishment of policy, regulation, and tools to further the proliferation of green roofs in San Francisco. One key component will be a document that identifies procedural means and methods, and establishes design guidelines and best practices. This internship would take an existing outline for such a manual, and begin to craft specific chapters as expertise and time allows. The ideal candidate should have green roof experience/familiarity, technical (architectural) knowledge pertaining to construction and design, familiarity with the Adobe Design suite, and strong communication skills.

Where in San Francisco? Geotagged Photography and Archiving City Images Intern – Full Time

Photographing, documenting and archiving images of San Francisco. This intern must be a skilled photographer and able to capture images of what makes San Francisco a great city. The intern will be geotagging, organizing and cataloging these photos as well as the Department's existing collection of images. The intern will also assist in determining an appropriate digital image library that will grow over time. ArcGIS experience is required.

Grown Local! Urban Forestry & the Nature Economy Intern – Full Time

Assist in implementing the recently adopted Urban Forest Plan and Green Connections projects which aim to grow the City's green infrastructure by dramatically increasing trees and vegetation along San Francisco's streets. Tasks include researching and developing a proposal for a Street Tree Nursery to help meet the City's goal of planting 50,000 new street trees over the next 20 years; assisting with the 2015 Citywide Street Tree Census, an inventory of San Francisco's existing 105,000 street trees; and developing a database of local nurseries offering climate-appropriate plants identified in the SFPlantFinder website to better match the public with local plant resources and strengthen the nature economy. The ideal candidate should have basic GIS and MS Office skills, excellent communication skills (speaking, writing, interviewing) and a Planning and/or landscape architecture background.

Community by Public Space/Pavement to Parks Intern – Full Time

Collaborate with SFBeautiful and Yerba Buena Center for the Arts to bring 170 prototype submissions to life by: 1) building a website platform to share the submissions that didn't get selected for the Market Street Prototyping Festival; 2) identifying community sponsors who would be interested in using the prototypes in their neighborhood; and, 3) writing a report that explores opportunities to work with communities in an ongoing program that uses temporary prototypes to address needs identified through community engagement. The Intern will also help with the Pavement to Parks program by documenting and reporting on field conditions and supporting the Parklet Program. The ideal candidate should have fluency in Adobe Suite (preferred). Community outreach and engagement experience desired. Portfolio submission required.

Market Street Prototyping Festival Evaluation Report – Full Time

Collaborate with SFBeautiful and Yerba Buena Center for the Arts with analyzing and compiling summary findings from collected data, surveys, and in-depth interviews from the Market Street Prototyping Festival. Tasks include producing a report to assess the impact of the Festival. The ideal candidate should have fluency in Adobe Suite (preferred). Community outreach and engagement experience desired. Portfolio submission required.

Transportation Intern – Full Time

Assist in the daily functions of the Transportation Analysis group of the Environmental Planning Division within the Planning Department. The Transportation Analysis group reviews projects for potential impacts to the various travel modes on San Francisco's streets, including traffic, transit, bicycles, pedestrians, as well as loading and parking impacts. The Intern will work with the Transportation Analysis group to support current and future methods of impact analysis as they relate to new guidelines set by Senate Bill 743 and City policy goals such as Vision Zero. The Intern may also facilitate interagency communication and support other transportation-related projects including an urban freight off-peak loading pilot program feasibility study, creation of transportation-related datasets to be mapped in ArcGIS, and urban trip generation/mode split data collection. The ideal candidate should have a Bachelor's degree in city/regional/urban planning with a focus on transportation or environmental planning/analysis (or currently studying for an equivalent or higher degree), and ArcGIS proficiency.

Transportation Demand Management (TDM) Intern – Full Time

The TDM+ Tool is a proprietary tool that predicts the efficacy of a package of Transportation Demand Management (TDM) measures for a project based on the project's size, location, land use type, and background conditions. Validation will occur through empirical data collection: including counting person trips and conducting intercept surveys (typically during the am/pm peak periods) at various locations in the city and comparing data collected to TDM + Tool predictions. The primary task for this internship will be drafting of a paper/presentation on the accuracy of the TDM + Tool. The ideal candidate should have a Bachelor's degree in Environmental Planning, City Planning, Transportation Planning, Economics, or similar (candidates who have completed 3 years of a 4 year program may be considered). The candidate must have an interest in transportation planning and policy.

Archeology Intern – Full Time

Assist in the creation of a GIS layer for "the Departed" – GIS mapping and database of archeologically and historically documented cemetery, burial, deposit sites related to the deceased human and non-human, both prehistoric and historical within the City and County of San Francisco. Tasks include developing GIS-format archeological site information (geo-referencing historic maps & archeological site information, developing spatial data layers with site attributes), developing attribute tables for associated archeological sites, integrating site information with an archeological documentary database, and preparing user manual documentation for project. The ideal candidate should have experience with ESRI GIS programs (ArcGIS, ArcEditor, ArcView), geo-referencing historical maps and experience in creating relational databases. Desirable, but not required is experience or interest in urban archeology and cartography.

Housing Inventory Survey and Analysis Intern – Full Time

The Intern will help research a number of housing policy questions. First, the intern will study the relationship between unit sizes and household size and types. This study should evaluate both older housing stock and new housing stock created as a result of unit mix requirements in recently adopted community plans. Outcomes shall inform future policies and regulations related to minimum unit and bedroom sizes for both affordable housing and market-rate housing to accommodate larger households and/or families in San Francisco. If time permits, the intern will also assist the Department's housing team on other housing related policy and implementation projects. Ideal candidates should have experience in developing and conducting surveys and analyzing the results. Previous experience in housing policy related projects are preferred.

Short Term Rental (STR) Intern – Full Time

Assist in the data collection and registry management for the STR program. Tasks include compiling and analyzing data, and creation of a housing questionnaire. Support and assistance with research on complaints for the Code Enforcement Division is also part of this internship.

Planning Department Communications Intern –Part Time

Assist in the creation of informational videos for the Planning Department. Tasks include producing 2-3 minute videos covering issues as they relate to Planning: Specific projects, how the permitting process works, etc. The ideal candidate should have familiarity with production equipment (camera, audio, video editing software). Work examples are required.

APPLICATIONS:

Interested applicants can apply online at: <http://tinyurl.com/m5pstx9>

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.

Hard copies of your portfolio or sample work (as required) may be sent to the attention of Nora Priego of the San Francisco Planning Department, at 1650 Mission Street, 4th Floor, San Francisco, CA 94103. You may also send your portfolio and sample work electronically to CPC.InternshipProgram@o365mailrouting.sfgov.org.

DEADLINE:

Friday, March 20, 2015 at 5:00 pm.