



SAN FRANCISCO PLANNING DEPARTMENT

2014 SUMMER PLANNING INTERNSHIPS (\$23/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 with staff on a variety of planning projects this summer (June 2 thru Aug. 22). 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 architecture, urban design, historic preservation, transportation, air quality, and sustainable development.

Reception:
415.558.6378

Fax:
415.558.6409

Planning
Information:
415.558.6377

PROJECTS:

Historic Preservation Intern (Bernal Heights Historic Neighborhood Study)

Conduct research and analysis of the Bernal Heights neighborhood. Prepare a general history as well as an inventory of the various property types associated with the history and development of Bernal Heights. A historic preservation background and experience with historic resource survey is required. Strong writing and analytical skills are a must.

Historic Preservation Intern (Commercial Storefront Historic Resource Survey)

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 Intern (Central Market and Civic Center Historic Resource Surveys)

Assist in the completion of the Central Market Historic Context Statement and the Civic Center Cultural Landscape Survey. The primary tasks for this internship are conducting focused archival research, finalizing survey documents, assisting with public outreach, and synthesizing survey data through the creation of a publicly-accessible survey website. The ideal candidate should have educational experience in historic preservation; strong writing, organizational and analytical skills; and GIS mapping experience.

Invest in Neighborhoods Intern

Assist in the completion of an existing conditions report for District 1 (Richmond neighborhood) as part of the Invest in Neighborhoods (IIN) efforts to strengthen and revitalize neighborhood commercial districts around San Francisco (<http://www.sf-planning.org/index.aspx?page=3778>). Tasks include gathering information related to demographics, zoning and land use, transportation context, and existing plans and policies. If time permits, the intern will also scope out a needs assessment by doing some best practices research and survey development. The ideal candidate should be a graduate student in planning or public policy. Skills in qualitative analysis (developing surveys and interview guides, interviewing), writing, research, and GIS skills are desirable.

Department Operating Procedures / History of San Francisco Planning Intern

Assist in the development of a procedures manual for the Current Planning Division of the Planning Department. Tasks include development of multiple stand-alone documents that cover all major tasks performed by Current Planning Staff. The other component to this internship is to perform research and analysis on the history of land use controls in the city. The intern will conduct interviews and catalog oral histories using both video and written documentation. The ideal candidate would be pursuing or would have recently received a graduate degree in Planning, Library Science, Public Policy, History, Land Use Law, Government Affairs or related fields. Strong organizational and written and/or video documentation skills are a must.

Pavement to Parks / Living Alley Project Intern

Assist in conducting primary research (observation and other techniques), analyzing findings, and providing recommendations for the Pavement to Parks program. The intern will work on a Public Life Research study of parklets and plazas in San Francisco as well as support and maintain the Department's P2P website (<http://pavementtoparks.sfplanning.org/index.html>), program materials, and other public collateral.

The other component to this internship is to assist in the collaboration with the project team to design and review three living alley pilot projects (<http://www.sf-planning.org/index.aspx?page=3510>) and to develop a living alley 'tool kit.' The ideal candidate should have a design background (architecture, landscape architecture, or urban design). Knowledge of Adobe Illustrator, Google SketchUp, familiarity with hand drawing, good oral and written communication skills are highly desirable.

Post-Implementation Evaluation of Public Space Improvements Intern

Assist in conducting post-implementation studies related to three recently improved corridors (Jefferson Street, Valencia Street, and Leland Avenue). Tasks include analyzing and mapping data related to public realm quality and quantity, pedestrian counts, stationary activity counts, attitudinal surveys, and conducting economic impact assessment through use of sales tax data on the corridor. The ideal candidate should have strong analytical and writing skills. Experience in GIS mapping is desirable.

Green Roofs Intern

Assist in the creation of an interagency Better Roof Taskforce to work on projects, policies, and future processes for implementing green roofs in San Francisco. Tasks include conducting research, developing a databases and preparing a Greener Roofs Handbook and Better Roof Manual. The ideal candidate should have a design background (architecture or urban design) and possess strong writing and graphic skills.

Privately Owned Public Open Space (POPOS) Intern

Assist in conducting research, analyzing existing policies and practices, and developing a set of detailed and illustrated guidelines for the design of POPOS. The ideal intern should be an architecture or urban design graduate with 1 to 3 years of work experience in urban-scaled, streetscape, or public projects. Proficiency in Adobe InDesign, Illustrator, and Photoshop as well as Google SketchUp is required.

Air Quality Intern

Assist in development of an air pollution reduction strategy (also known as a community risk reduction plan). Intern duties would include researching and documenting other agencies community risk reduction plans, preparing presentation materials (e.g. handouts, videos) to be used at city agency and public meetings, organizing meetings, and creating a visually appealing, non-technical air pollution reduction strategy. The ideal candidate should have general knowledge and/or interest of land use and air quality planning, principles, and techniques, excellent writing skills, and proficiency in preparing and presenting written and graphic reports, charts, and maps, and possession of strong communication and organizational skills. A baccalaureate or graduate degree in City and Regional Planning, Public Health, or a related field is desirable.

Transportation Intern

Assist in assessing current urban freight transport issues as they relate to land development, roadway operations, and roadway safety. Tasks include developing some urban freight transport design guidelines or drafting a white paper describing the state of urban freight issues, using San Francisco as a case study. The second component of this internship includes participating in a national evaluation of trip generation in highly urbanized areas. The objective of this study is to develop multimodal trip generation rates that better reflect the relationship between land use, transportation, and travel demand for specific land use types. The ideal candidate should have general knowledge of land use and transportation planning; proficiency with basic research methods and database management techniques; the ability to conduct surveys and interpret survey data; proficiency with standard computer spreadsheet, work processing, presentation and internet software; proficiency in preparing and presenting written and graphic reports, charts, and maps and possession of strong communication and organizational skills. A baccalaureate or graduate degree in City and Regional Planning, Transportation Planning, or related field is desirable.

Data Analysis Intern

There is an assortment of short term projects in need of interns' assistance. Tasks include gathering and managing information, digitizing data, creating GIS maps and conducting surveys on a number of different planning projects related to archaeology, neighborhood commercial use, historic resource inventories and environmental review. The ideal candidate should have strong analytical skills and be proficient in Excel and GIS.

CONTACT:

Applicants should send a copy of a cover letter and resume via email to Nora Priego at nora.priego@sfgov.org. Applicants should also fill out and submit the "Candidate Notice of Fingerprinting" form (see attached). Hard copies of your portfolio may be sent to the attention of Nora Priego of the Planning Department, at 1650 Mission Street, 4th Floor, San Francisco, CA 94103.

Be sure to clearly indicate your preference for which project(s) you would like to participate in your cover letter.

DEADLINE:

Friday, April 11, 2014 at 5:00 pm.