



# SAN FRANCISCO PLANNING DEPARTMENT

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

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

March 24, 2014

Dear Sir/Madam,

**RE: San Francisco Planning Department Summer 2014 Internship Program**

The San Francisco Planning Department is pleased to announce the Summer 2014 Internship Program. The program is available for qualified students and recent graduates for a 12-week period from June through August.

Please place the attached program poster in a prominent location in your department so that interested and eligible students may apply. As listed on the poster, the program's website is: <http://internship.sfplanning.org>.

Applications are due by Friday, April 11, 2014 (e-mail only – no hard copies please, except for portfolios), and selections will be made by April 30, 2014. The program starts on June 2, 2014, and ends on August 23, 2014. The first week of the program includes an orientation to the city, government agencies and the Planning Department. The program concludes with intern presentations to Planning staff, explaining the results of their work and discussing their summer experience. In between, interns will partake in weekly seminars and workshops geared towards exposing them to varying aspects of the planning profession.

We are pleased that this year we are able to provide salaries for all positions. The positions are funded at a rate of \$23 per hour for 12 weeks. All positions are full time at 40 hours per week. The website listed above contains detailed descriptions for each of the positions.

We look forward to hearing from prospective interns. If you have any questions, please contact, Nora Priego, at (415) 558-6399 or [nora.priego@sfgov.org](mailto:nora.priego@sfgov.org).

Sincerely,

A handwritten signature in black ink, appearing to read "John Rahaim".

John Rahaim  
Director of Planning