



# SAN FRANCISCO PLANNING DEPARTMENT

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## 2013 SUMMER PLANNING INTERNSHIPS

### JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for at least 10 Planning Interns (2 paid and many unpaid positions) to work with Planning Staff on a variety of planning projects. This will be a rewarding and valuable experience for those interested in the Planning field and desire introductory work experience or college credit. Planning Interns will conduct research, collect and analyze data, and prepare draft documents for planning work related to architecture / urban design, historic preservation, transportation, sustainable development, and legislation.

### PROJECTS (2 PAID - FULL TIME POSITIONS)

#### Design Guidelines Enhancement / Development Project - (PAID - FULL TIME)

There are a variety of tasks identified for this internship. The primary task is to compile and assess guidelines currently in use by the City and County of San Francisco Planning Department as well as compile other useful guideline documents from other cities. The second task is to identify strengths and gaps in the current San Francisco guideline documents and develop an appropriate methodology for enhancing existing guidelines, which may include developing new guideline documents. Interested candidates must have an architectural design background. Submittal of a portfolio is optional.

#### Bird-Safe Building Standards Project - (PAID - FULL TIME)

The primary task for this internship is to assist in complying with the Urban Bird Treaty Grant. The intern will conduct research and compile information on current methodologies for evaluation of bird safe building standards. The intern will conduct field inspections, take photographs, record site conditions and examine any other relevant information pertaining to application of bird safe building materials and design. Research and strong analytical skills are highly desirable.

### PROJECTS (UNPAID – PART TIME OR FULL TIME POSITIONS)

#### Historic Resource Survey - (UNPAID)

The primary task for this internship is to assist with historical research, photography, field visits, writing, and document preparation associated with the Central Market and Central Corridor Historic Context Statements and Surveys. Education experience in historic preservation is a must. Historic resource evaluation experience and GIS mapping skills are desirable.

#### Local Interpretation of the Secretary of the Interior Standards Project - (UNPAID)

There are two major tasks for this internship. The first is to compile and assess documents currently used by the City and County of San Francisco Planning Department and from other cities pertaining to application of the Secretary of the Interior Standards (SOIS's). The Intern will identify a methodology of how to interpret the SOIS's and develop draft documents. The second task is to assist with the work related to the Storefronts (ADA & Seismic) Design Guidelines project. The Intern will conduct research and draft new guidelines to compliment the other design guideline enhancement projects in the works.

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**415.558.6378**

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Information:  
**415.558.6377**

#### Pavement to Parks Intern – (UNPAID)

The Pavement to Parks program was established to explore low-cost, quick and easily implementable public space installations to create new community destinations for San Francisco’s residents. The intern will work on the design development of streetscape and public space projects and other initiatives; will support the team in community outreach efforts; might attend day-to-day meetings, and will conduct daily tasks in support of the Pavement to Parks team. Preferred skills: Adobe Suite, familiarity with design and interest in community participation.

#### Climate Change and Greenhouse Gas Emissions Strategies Project– (UNPAID)

Under supervision of the Climate Change Specialist, the primary task for this internship is to assist in updating the San Francisco’s Strategies to Address Greenhouse Gas Emissions (aka “GHG Reduction Strategy”), including making amendments to account for new policies and regulations that have been implemented since its original publication. The Intern will conduct research, compile technical data, analyze policy and legislative changes, and prepare amendments to the GHG Reduction Strategy. .

#### Transportation Impact Analysis – (UNPAID)

The primary task for this internship is to research and identify methodologies for alternative traffic impact analysis and CEQA significance criteria in the effort to move beyond the Level of Service assessment. The Intern will also perform project-based work, such as putting together presentations, consolidating comments on Transportation Impact Studies, updating the traffic GIS layer with new counts, and finalizing the work on the draft Driveway Design Standards. Good communication and analytical skills are desirable.

#### Bicycle Parking and POPOS Survey - (UNPAID)

The primary task for this internship is to conduct a survey of the amount, location, and usage of bicycle parking spaces in city owned building. The intern will also finish research and field work for the Privately Owned Public Open Spaces (POPOS) in San Francisco. Research, strong analytical skills, and GIS knowledge are required.

#### Legislation and Public Policy - (UNPAID)

This primary task for this internship is to assist the legislative team on a number of duties affecting or pertaining to the legislative work in the Planning Department. The intern will assist in the preparation of Departmental responses to the public and Board of Supervisor inquiries, participate in the examination of new planning policy and direction, and provide support for any other related legislative activities. A graduate degree in Planning, Public Policy, Land Use Law, Government Affairs, or related fields is preferred.

#### Community Outreach and Community Outreach Coordination - (UNPAID)

There are two primary tasks for this internship. The first is to assist with a variety of community engagement activities for stakeholders along the Market Street corridor. The intern will be conducting interviews, assisting in workshops, and other forms of public participation. The intern will also help with the land use analysis of Market and Mission streets, which will include field work and inspections. The second task is to assist the Communication Team to execute a community outreach program to help building awareness about the Planning Department’s policy and programs. The Intern will develop collateral, update social media, manage contact lists, manage inventory, set up and attend events, including some in the evenings and weekends. Experience in marketing, communications, or public relations is required. Fluency in Spanish, Cantonese or another language is considered an asset.

## **MINIMUM QUALIFICATIONS:**

### Availability

Interns must be available to work between June 3 and August 23, 2012. Full time is 40 hours per week and part time is no less than 20 hours per week.

### Training and Experience

The ideal interns should (1) have knowledge of architecture, land use planning, urban design principals, historic preservation, environmental studies, and / or transportation planning; (2) be familiar with database management techniques, (3) have the ability to interpret data, (4) be proficient in preparing and presenting written reports; and (4) possess strong written and oral communication skills. A baccalaureate or graduate degree in Architecture, City Planning or a related field is generally desired.

## **CONTACT:**

Interested persons should send a copy of your cover letter and resume via email to Nora Priego at [nora.priego@sfgov.org](mailto:nora.priego@sfgov.org). Hard copies of your portfolio may be sent to the attention of Nora Priego of the Planning Department, at 1650 Mission Street, 4<sup>th</sup> Floor, San Francisco, CA 94103. Be sure to indicate your preference for which project(s) you would like to participate in your cover letter.

## **DEADLINE:**

Monday, April 1, 2013 at 5:00 pm