Internship Description

1) Details

a) Title of Internship
   Development Services (Planning) Intern City of Walla Walla
b) Location
   55 E Moore St., Walla Walla, WA
c) Full or Part Time
   20-30 hours per week from approximately May – August 2019
d) End and Start Date
   From approximately May 20, 2019 – August 30, 2019
e) Compensation
   Seeking applicants eligible for Washington State Work Study or Whitman Internship Grant

2) Description

The City of Walla Walla serves the 33,840 residents and business community of Walla Walla. Our mission statement is “We provide municipal services and programs essential to a desirable community in which to live, work, and play.” Two large projects currently being worked on in the Development Services Department are municipal code changes to implement the new Comprehensive Plan and improving the effectiveness of the Historic Preservation program. This internship position would assist on these two projects and perhaps have opportunities to work on other long-range planning activities, as well as observe short-range planning activities.

a) What You Will Learn

i) Municipal Code Update:
   (1) Research other jurisdictions with codes similar to our proposed changes
      (a) Online for code language
      (b) Via phone/email informal interviews with planners about impacts
   (2) Prepare reports about research findings
   (3) Draft code changes

ii) Historic Preservation:
   (1) Compile and organize historic preservation documentation
   (2) Historic preservation process improvements

3) Your Qualifications

i) Prefer sophomore or junior, but willing to consider other class levels
ii) An interest in community building, research, land use planning, government administration
iii) Prefer GPA of 3.2 or higher
iv) Excellent written, oral, and communication/presentation skills
v) Proficient in Excel, Word, and PowerPoint

b) How to Apply

i) Email mshumake@wallawallawa.gov.
   (1) Application must include resume and cover letter. Email subject should be “Internship Application.”