



Internship Posting: Neighborhood Engagement

The City of Eugene Planning Division includes current and long range planning teams. We strive to promote a livable, sustainable, beautiful, and prosperous Eugene by facilitating a long-range vision for the community that is implemented through adopted plans, policies, codes and partnerships.

The Planning Team works to:

- Increase community livability and quality of life through managed growth that is consistent with the pillars of [Envision Eugene](#).
- Facilitate development that incorporates quality urban design and protection of historic and natural resources.
- Facilitate community dialogue and understanding of land use planning issues.
- Ensure that development standards of the land use code are met with each development.
- Collaborate with neighboring jurisdictions to provide regional comprehensive planning.
- Continually adjust and improve policies and regulations, through ongoing monitoring of land use factors, to better meet community best outcomes.

Internship Description

The focus of this internship is to facilitate community engagement in the ongoing neighborhood planning process in River Road and Santa Clara. This internship offers an opportunity to learn about neighborhood planning with highly engaged community organizations and professional staff.

Tasks may include:

- Public outreach for the neighborhood plan, including communicating directly with area businesses and residents, and attending evening meetings or public workshops.
- Reviewing data and public input collected through past public engagement efforts and synthesizing for publication.
- Developing and managing website content and online communication tools.
- Coordinating outreach activities, serving as a liaison to neighborhood volunteers, and producing outreach materials.
- Other planning related activities and exposure to various forms of public engagement, meetings, and forums with elected, appointed, and neighborhood bodies.



Qualifications

Prior planning work experience is not essential, but applicants should be working toward a degree with major course work in public policy, planning, communications, or a related field. Those with interests in neighborhood planning, public involvement, community development, or local government may be most interested in the position. Skill sets in community outreach and engagement, technical writing, research, policy analysis and Geographical Information Systems (GIS) will be beneficial. Applicants should be familiar with land use planning in Oregon and be able to communicate clearly and concisely both verbally and in writing. Applicants should be comfortable and capable working in various settings, independently, with a staff team, and with members of the public. Spanish language skills will be considered an asset. Willingness to learn and adapt quickly to city practices and regulations related to planning and public policy is also helpful.

Hours, Work Environment and Compensation

This internship requires 10-15 hours per week, beginning in late September or early October 2019. It is anticipated that the intern will have an important role in a large public event this fall. This will include pre-event outreach and follow-up work to synthesize public input and translate it into project recommendations. By mutual agreement, the internship will continue into the winter quarter, ending in late March 2020, so that the intern can be involved through the Adoption Phase of the neighborhood plan. The exact schedule will be determined in consultation between the successful applicant and the supervisor. All activities will be carried out in a professional and welcoming public-sector team environment. A computer, work station and all other necessary equipment will be provided by the City of Eugene. This is an unpaid position but the intern will receive a small honorarium.

Application Instructions

If you are interested in this internship, please submit your cover letter, resume, and completed application form to Audrey Stuart at AStuart@eugene-or.gov by September 2 at 11:59 pm for first consideration. Interviews will be scheduled shortly thereafter. Application forms and other information about the internship program can be found at: www.eugene-or.gov/planningintern. This position will remain open until filled.