



The [Montgomery County Planning Department](#) is part of The Maryland-National Capital Park and Planning Commission (M-NCPPC), a 90-year old, nationally recognized organization serving the vibrant and culturally diverse populations of Montgomery and Prince George's Counties on the border of Washington, D.C. We provide county-wide planning functions including long range planning, as well as reviews of development applications in a diverse built environment of downtown urban districts, suburban communities, and agricultural areas. We at Montgomery Planning have pioneered nationally modeled programs in agricultural preservation, inclusionary housing, and transit oriented design. To learn more about who we are and what we do, watch this brief video: <https://www.youtube.com/watch?v=0-t5iTmLNFg&t=1s>

M-NCPPC is an equal opportunity employer and values diversity. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We will do what we can to provide reasonable accommodation to individuals with disabilities to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us at 301-495-4511 to request accommodation.

Planning Interns will:

- Assist with conducting research and planning analysis to support our following Master and Sector Plans:
- Silver Spring Downtown and Adjacent Communities Plan
- Takoma Minor Master Plan Amendment
- Wheaton Downtown Study
- Great Seneca Science Corridor Master Plan Amendment
- School Site Design Guidelines
- Pike District Placemaking event
- Identify and establish POPS (Privately Owned Public Space) data through GIS data for pipeline projects;
- Produce fact sheets for development and sector plans for our website.

Helpful Skills and Software Proficiency: Excellent oral and written communication skills, research/analytical skills, quantitative skills, and problem-solving skills. Familiarity with GIS, Adobe InDesign, Adobe Photoshop, Adobe Creative Cloud, Adobe Illustrator, Adobe Dreamweaver, CSS, HTML, and Microsoft Office 365 is a plus.

Program Dates & Additional Information

- Internships will run from June 1 to August 6, 2021;
- Interns will be paid \$19/hour;
- Interns can work up to 37 hours/week (max);
- The Internship Program is virtual this summer, laptops may be provided;
- Relocation and housing are not provided.



Student Eligibility

Students must **currently be enrolled** in a related subject area at a college or university at the undergraduate or graduate level and must have **at least a 2.5 GPA** (on a 4.0 scale).

Minimum Qualifications

Intern I

Currently enrolled in college pursuing either an Associate's or Bachelor's Degree or attending a technical school pursuing a professional license in a field of study related to the discipline of the area to which assigned.

Intern II

Student who has received a Bachelor's Degree and accepted or enrolled in a Master's Degree Program in a field of study related to the discipline of the area to which assigned.

Supplemental Information

A complete background investigation will be completed prior to hire.

Additional Instructions

- Students must attach a copy of a **college transcript** to the application. An unofficial transcript is acceptable.
- Students must attach a **personal statement** to the application, indicating goals and aspirations that may be enhanced by participating in the program. Statements must be **at least one page** long.
- **Students must submit all application materials to HRMCPL@mncppc-mc.org by Friday, May 7, 2021.**



www.montgomeryplanning.org

Questions: HRMCPL@mncppc-mc.org



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