



**City of Shaker Heights**  
**Fall 2023 Planning Internship**  
Application Deadline: Open until filled

Position: Paid Intern, \$15/HR  
Organization: City of Shaker Heights Planning Department  
Internship Timeline: August 28 – December 8, 2023  
Application Deadline: Open Until Filled

**Organization Summary:**

Shaker Heights is a forward-thinking community defined by its welcoming spirit and enlivened by the diversity of its residents, employees and businesses. The City of Shaker Heights has a national reputation for being an early, planned Garden City suburb and continues to be applauded for excellence in both [planning](#) and [implementation](#). The Planning Department plans for the City's future by facilitating redevelopment, planning and implementing beautiful public spaces and world-class amenities, and supporting vibrant commercial areas and neighborhoods. The Department also administers the zoning code and provides support for planning studies on a wide variety of topics, including comprehensive/strategic planning, transit-oriented development, bicycle/pedestrian planning, traffic studies, public art, streetscape and parks. See the City's current planning efforts here: <https://www.shakeronline.com/329/Planning>.

**Position Summary:**

The Shaker Heights Planning Department is seeking a part-time intern to assist planning staff with ongoing projects and department responsibilities. This is a paid position for Fall 2023; in-person 15-25 hours per week. The position is available for 15 weeks during the fall semester.

The intern will be involved with a variety of projects and responsibilities at any one time. The internship is designed to provide students with practical, hands-on planning experience with professional planning staff on the implementation of daily planning administration activities as well as current city projects. Interns will observe or participate in a variety of meetings whenever appropriate.

The intern will be involved with several projects and key responsibilities during the internship:

1. Working on a Recreation Strategic Plan with Department staff that will include assisting with research, community engagement, and data and documentation organization.
2. Assisting with the Van Aken Bikeway Design & Engineering and Lower Lake Trail implementation.
3. Grant research and writing for a variety of grants. This will include research, documentation, organization, and writing grant applications with a focus on grants for the Doan Brook Restoration project near Horseshoe Lake Park and the Community Development Block Grant. There will also be opportunities to participate in grant administration activities.
4. Assisting Department staff with Landmark Commission meetings and special projects which may include fieldwork and inspections, research and documentation of buildings/sites, and drafting meeting minutes.



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5. Project assistance including community and stakeholder engagement, data collection and organization, including demographic information, grant tracking, photography, GIS work, and administrative support for ongoing projects such as the [Van Aken District Public Realm Design & Engineering](#), [Van Aken Bikeway Design & Engineering](#), Public Art, and implementation of the [Warrensville West Cemetery Historic Preservation Master Plan](#).
6. Research for the Architectural Board of Review and Board of Zoning Appeals including fieldwork, zoning compliance inspections, documentation of buildings/sites, and drafting meeting minutes.
7. Create graphics, maps, and geospatial data for both illustrative and analysis purposes, including updating the City's zoning map.

## **Essential Qualifications, Credentials and Technical Skills required:**

1. Interest in and experience with research and data organization.
2. Strong writing skills that can be applied to drafting grant applications and grant administration.
3. Strong communication skills and ability to professionally interact with a variety of individuals at the City and within the community.

Applicants should be enrolled in an undergraduate or graduate degree program in Urban Planning, Urban Studies, Public Administration, Architecture, Sustainability, Historic Preservation, Political Science, or a related field.

Please visit the City's website at [www.shakeronline.com](http://www.shakeronline.com) for general City information.

The City of Shaker Heights does not hire individuals who use any form of tobacco or nicotine products. Background and drug test is required prior to employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. **EOE**

**Minority candidates are encouraged to apply.**

Please submit a cover letter, resume and writing sample for consideration to Anna Mates, Planner, at [anna.mates@shakeronline.com](mailto:anna.mates@shakeronline.com).