

Southwest Region Planning Commission

2018 Internship
Internship Period (Tentative): May 1 - November 2, 2017

2018 Intern Announcement

The internship application period is now open. To apply, please read the following announcement and complete the [2018 Intern Information Request Form](#).

The mission of Southwest Region Planning Commission (SWRPC) is: *“To work in partnership with the communities of the Southwest Region to promote sound decision-making for the conservation and effective management of natural, cultural and economic resources.”*

SWRPC is one of New Hampshire's nine regional planning agencies established by RSA 36. The Commission covers a planning district made up of 34 towns and covering approximately 1,000 square miles comprising the Southwest Region of the State. The agency has a diverse work program made up of six major program areas:

- Local Planning Assistance
- Natural Resources Planning
- Community and Economic Development
- Transportation Planning
- Hazard Mitigation Planning
- Regional and Geographic Information Systems

An SWRPC summer internship provides a unique opportunity to gain valuable professional experience and skills to complement academic pursuits or continue on a career path in the field of planning. SWRPC seeks part-time interns to join its team of professional planners during 2018.

A. Required Education and Experience

Candidates should be enrolled in, or have completed, a bachelor's degree in transportation planning, urban and/or regional planning, geography, environmental studies, community development, or a related discipline. Work experience is a plus. Applicants should be comfortable working with software programs such as the Microsoft Office Suite. Experience with Environmental Systems Research Institute (ESRI) ArcGIS Desktop, ArcGIS Online, and Collector for ArcGIS is desirable.

B. Responsibilities

This position will be primarily tasked with collecting transportation- and traffic-related data in the field. This includes (but is not limited to): the setup and continued re-deployment of automatic traffic recorders and equipment; assessing culverts and stream crossings; conducting turning movement studies or other counts; and, assessments of road surface condition. Other responsibilities may include map-making, data entry, and quality assurance/quality control of

collected data. The majority of work will be conducted in a team of two, outdoors, and under the supervision of one or more SWRPC staff members.

C. Hours and Term of Appointment

SWRPC estimates the internship will account for three or more work days per week during the summer. Typically, the number of days of work per week increases from 1-2 days per week early in the season to as many as 4 days per week throughout the summer. SWRPC business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. The term or duration of the internship is dependent on the combined availability of all team members throughout the field work season. Opportunities to continue beyond the term may be available. Third party training opportunities, some of which are only available off-site, may be required prior to May 1, 2018.

D. Special Requirements

A valid driver's license is required. The position will include frequent travel for fieldwork throughout Southwest New Hampshire. Fieldwork involves working outside, in proximity to traffic, and requires the ability to lift approximately 30 pounds.

E. Review and Screening Process

Submissions will be reviewed by SWRPC. At least one interview is required as part of the internship recruitment process. Supervisors for this internship opportunity will be staff from the SWRPC Transportation Planning Program.

F. Application Process

Applicants are required to submit the following:

1. Completed [Intern Information Request Form](#) (Contact Henry Underwood at hunderwood@swrpc.org with questions or to obtain a printed copy.)
2. Resume
3. Contact information for at least two references (Letters of reference are also welcome)

G. Additional Information

SWRPC is an equal opportunity employer. Please respond promptly as this position is open until filled. SWRPC reserves the right to close this position announcement and search process at any time at its sole discretion.