



The San Diego Association of Governments invites applications for the position of:

## **environmental planning intern**

If you are a student or recent graduate, a paid internship at SANDAG is a great way to launch your career! The agency is always working on interesting and challenging projects and our managers are dedicated to sharing these experiences and mentoring the next generation of professionals in the industry.

The experience is substantive. If selected for an internship, you would be fully integrated into your team and given project responsibilities that are both learning opportunities and a chance for you to contribute to the overall success of the agency. You will enhance your technical knowledge in your chosen field and refine your abilities to collaborate, contribute to high-performing teams, and communicate – skills that are the essence of a successful professional!

**Apply immediately; this position is open until filled**  
**Expected start date: October 2018**



## Overview of our Environmental Planning Program

*Regional beach sand replenishment. Open space preservation. Mitigation for transportation projects. Climate change planning. These are a few examples of the priority project areas our Environmental and Public Facilities Planning group is working on. As a member of this team, the intern will gain exposure to the industry-leading work SANDAG is doing in these fields.*



### Intern Responsibilities

With guidance and mentoring from senior staff, this position will provide a “hands-on” learning experience in the environmental planning profession. Examples of intern responsibilities include:

- Contribute as a team member to various research projects and planning studies; participate in meetings and liaise with project partners; assist with coordinating activities.
- Conduct in-depth research into topics such as best practices, funding sources, and feasibility options for enhancements to the Environmental Mitigation Program.
- Collect and compile information required for meeting agendas, committee reports, and presentations; assist with drafting these types of documents.
- Assist with providing staff support to formal committee meetings; record and summarize minutes and actions for distribution to committees, working groups, and the public; assist with specific follow-up requests that arise from meetings.
- Assist with contract management of various grant programs.
- Perform monthly monitoring of sand migration and shoreline conditions.
- Contribute to the preparation of various types of reports, summaries, correspondence, and presentations.
- Respond to requests for information from the public or other interested parties.

### Qualifications

SANDAG staff are known for their commitment to excellence and passion for the work they do. We look for the same qualities in interns. To be most successful in this position, our ideal candidate would have the following education, experience, and attributes:

- Graduate level coursework in regional/environmental planning, environmental science, biology, public policy, or a related field with a specific environmental focus.
- Knowledge of current issues and trends related to environmental mitigation, compliance, shoreline preservation, and climate change.
- Ability to independently complete complex assignments that involve researching, analyzing, and synthesizing information into written summaries, reports, or recommendations.
- Experience with Microsoft Word, Excel, and PowerPoint, and Internet research.
- Ability to communicate with various audiences using exceptional interpersonal, written, and oral communication skills.
- Excellent organizational skills, attention to detail, and ability to multitask and work on several projects simultaneously.
- Demonstrated flexibility and willingness to perform a variety of tasks typical of an entry-level planning position.

### Hours, Pay, and Perks

Interns are paid \$13.50 per hour, and are eligible to receive pro-rated holiday pay, paid sick leave, and a regional transit pass. The internship is offered as a one-year position, working approximately 20 to 25 hours per week. The work is primarily performed during normal business hours; a specific schedule will be worked out between the intern and manager.

### How to Apply

We encourage all interested candidates to apply for this internship by sending us a completed Employment Application form along with a cover letter describing how this internship would contribute to your career goals in the environmental planning field.

The application form can be downloaded from the Careers section of the SANDAG website. Once completed, your application and cover letter can be emailed to [hr@sandag.org](mailto:hr@sandag.org) or sent to SANDAG, Attn: Human Resources, 401 B Street, Suite 800, San Diego, CA 92101.

Apply immediately. We are accepting applications on an ongoing basis until the position is filled. The internship is expected to start in October 2018.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

Any questions regarding this internship or application procedures can be referred to Tala Piñones, Human Resources Analyst, at [Tala.Pinones@sandag.org](mailto:Tala.Pinones@sandag.org) or (619) 699-7385.

Applicants requiring an accommodation due to a disability should state their needs in writing when submitting an application.

### About SANDAG

*SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a quality of life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. In recent years, leadership in areas such as comprehensive land use and environmental planning, public safety, and modeling and data systems also have earned SANDAG much acclaim. With an employee group about 350 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.*