



**CITY OF BOULDER**  
**Department of Community Planning + Sustainability**

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1739 Broadway, Third Floor • P.O. Box 791, Boulder, Colorado 80306-0791  
303-441-1881

April 2016

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**Internship Position – Comprehensive Planning**

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**POSITION TITLE:** Intern (Comprehensive Planning)

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**OVERALL JOB OBJECTIVE:**

The comprehensive planning intern supports the planning team on a variety of plans and projects and is responsible for performing long range and environmental planning duties as requested. Important skills include: Research and writing, map-based analysis and production, graphic design to convey planning concepts, document production with a variety of software (i.e., Word, Adobe suite, Excel, PowerPoint), and verbal communications. The city would prefer a graduate or undergraduate level student from planning, landscape architecture, environmental design, architecture, urban design, or a related field.

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**DUTIES AND RESPONSIBILITIES:**

1. Works on implementing changes to the Boulder Valley Comprehensive plan, including preparing reports, graphics, attending public meetings, answering questions, and various research related to special projects such as the 2015 Update to the Boulder Valley Comprehensive Plan, Housing Strategy, Resilience Strategy, Form Based Code, and other special projects. Evaluates the long range impacts of proposals and plans.
  2. With the oversight and guidance from the comprehensive planning team, assists on planning projects as needed to further Boulder's long range planning goals.
  3. Researches empirical and established planning strategies applicable to the city of Boulder.
  4. Analyzes and prepares information regarding comprehensive planning.
  5. Assists in creating and updating planning databases and reports for the City of Boulder's Community Planning and Sustainability Department.
  6. This position would begin May, and is a paid internship, paying \$14.02 / hour. We are seeking an intern ideally who is available full time for the summer and part time for the fall and spring semesters. This internship may last for up to one year.
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To apply, email your cover letter and resume to:

**City of Boulder** - Comprehensive Planning  
Attn: Holly Opansky, Administrative Specialist  
[opanskyh@bouldercolorado.gov](mailto:opanskyh@bouldercolorado.gov)

For questions please contact Lesli Ellis at [ellisl@bouldercolorado.gov](mailto:ellisl@bouldercolorado.gov)

**The Application Deadline is April 15 @ 5:00 pm (otherwise open until filled)**