



TOWN OF ITHACA NEW YORK

DEPARTMENT OF PLANNING

215 N. Tioga St 14850

607.273.1747

www.town.ithaca.ny.us

Town of Ithaca
Planning Department
Job Description

Summer Employment with the Town of Ithaca Planning Department Planning and Sustainability Intern Position

Description: The Town of Ithaca Planning Department is looking to hire a student (undergraduate or graduate) or recent graduate for full-time employment for the summer of 2024. The position will involve assisting the Planning and Sustainability staff in a variety of projects, as well as in the daily routine of the Planning Department. Projects may include research, data analysis, preparing materials for public meetings, mapping, design of brochures and displays, and activities related to the Town's Green New Deal. To learn more about planning and sustainability initiatives at the Town of Ithaca, visit <https://www.town.ithaca.ny.us/town-departments>.

Requirements: Course work in planning, landscape architecture, environmental studies, sustainability, or other related fields. Strong written and oral communication skills. Strong skills with Microsoft Office. Excellent attention to detail. Experience with ArcGIS software is helpful. Local knowledge and possession of a driver license is desirable.

Pay is \$17.30/hour.

Application deadline: March 11, 2024.

Please submit a resume and cover letter to: Abby Homer, Administrative Assistant, Town of Ithaca Planning Department at planning@town.ithaca.ny.us.

The Town of Ithaca encourages applicants from diverse backgrounds.

Questions about the position should be directed to: Michael Smith, Senior Planner, Town of Ithaca, at msmith@town.ithaca.ny.us.