



Philadelphia Water, Office of Watersheds Graduate Internship Opportunity 9/2015-5/2016

Philadelphia Water's Office of Watersheds is looking for an urban planning or public policy graduate student intern for the 2015-2016 academic year (September – May).

Information about the work done by the Office of Watersheds can be found here: www.phillywatersheds.org

The intern will be part of the Green Infrastructure Policy & Partnerships team, which develops programmatic policies and processes for the implementation of PWD's 25-year green stormwater infrastructure program, *Green City, Clean Waters*. The group also coordinates a variety of green infrastructure partnerships, addresses legal issues and funding issues necessary to implementation and creates internal work plans relevant to meeting Philadelphia Water's goals.

Expected Proficiencies:

- Knowledge of environmental planning, government administration and/or urban public policy issues
- Policy analysis and legal analysis skills
- Experience with site planning and mapping
- Strong professional/business writing and communication skills
- Interest, knowledge and/or experience in stormwater management, watershed planning, etc. a plus
- Skills in GIS and Adobe Creative Suite preferred

Tasks:

- Develop policy recommendations and partnership guidelines for green infrastructure programs such as parks, vacant lands, streets, city facilities and schools at the direction of supervisory staff
- Support crime prevention project site prioritization strategy in coordinating with PWD district planners community groups, and initiative experts
- Create customized factsheets, memos and presentations for agency partners and executive staff
- Navigate planning documents, city codes and ordinances, policy analyses, green infrastructure programs and other relevant sources to glean relevant information to summarize and make recommendations for use by staff
- Perform policy and legal research and analysis to inform decision-making

Please send a resume, cover letter and 1-3 page writing sample (preferably showcasing a relevant topic) to Amy Liu at Amy.Liu@phila.gov

Flexible hours (20-40 hours per week); \$15/hour. Must be a current graduate student.

Hiring will be made in the near term.