



Philadelphia Water, Office of Watersheds Graduate Internship Opportunity 9/2016-5/2017

Philadelphia Water's Office of Watersheds is looking for an urban planning graduate student intern for the September 2016 – May 2017 Academic Year.

Information about the mission and activities of Philadelphia Water and the Office of Watersheds can be found here: www.phillywatersheds.org and www.phila.gov/water.

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

Proficiencies:

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

Example Tasks:

- Help develop internal policy recommendations and partnership guidelines to implement green infrastructure projects on public land (parks, vacant lands, streets, city facilities) and private development sites at the direction of supervisory staff
- Draft factsheets, memos and presentations for agency partners and internal staff
- Review strategic plans to identify capital alignment opportunities to share with staff
- Review planning documents, city codes, ordinances and other relevant sources to summarize and make recommendations for use by staff
- Perform policy, legal, database and peer review research and analysis to inform decision-making
- Build, populate and maintain databases for project and policy initiatives
- At times attend meetings with other agencies and private developers to document meeting decisions and learn about city planning initiatives

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

Part- to full-time (30-40 hours per week); \$15/hour. Must be a current graduate student in an accredited Planning and/or Policy program.

Applications due 8/15/16.