



City of Santa Ana

Planning Intern – Volunteer

Part-Time – Up to 20 hours per week

BACKGROUND

At just over 27.2 square miles and over 324,000 residents, Santa Ana is the second-largest and most urban city in Orange County, and ninth largest in California.

As the lead agency, the Planning Division maintains the City's General Plan and zoning documents. Planning is also responsible for environmental review, historic preservation, and new development. Planning provides staff support to the City's Planning Commission, the Historic Resources Commission, and the City Council.

ESSENTIAL FUNCTIONS

Interns will have the opportunity to be involved in a unique and diverse learning and working environment. Though roles and responsibilities vary over the course of the internship, interns will work with the four sections of the Planning Division: Current Planning, Regional and Advanced Planning, Urban Design, and Neighborhood Initiatives. Interns will work alongside experienced professionals, gain valuable experience in the planning field, and may earn academic credit towards their degree.

Typical responsibilities include, but are not limited to:

- Conducting surveys and data input utilizing Microsoft Excel, Word, and PowerPoint
- Preparing informational material and reports for presentations
- Providing zoning and permit information at the planning counter, via phone or email
- Performing research and field inspections
- Assisting with processing development projects and long-term planning documents

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

- Current enrollment in a college or university, preferably in one of the following programs: urban planning, environmental studies, architecture, geography, public administration, public policy, and related majors
- Excellent writing, oral communication, and analytical skills
- Strong computer skills and knowledge of software programs, such as Microsoft Word, Excel, and PowerPoint
- Ability to work in a fast-paced environment, multi-task, and carry projects and responsibilities to completion
- Motivated self-starters who are able to work independently and in a team environment
- Possess and retain a valid California Driver's License
- Ability to work up to 20 hours per week
- Successful completion of a background check

APPLICATION PROCESS

Email completed application, resume, and letter of interest to **Jill Arabe** at jarabe@santa-ana.org.



CITY OF SANTA ANA

PLANNING & BUILDING AGENCY

20 CIVIC CENTER PLAZA M-20

P.O. BOX 1988 • SANTA ANA, CALIFORNIA 92702

PHONE: (714) 647-5360 • FAX: (714) 647-6549

VOLUNTEER INTERNSHIP APPLICATION

CONTACT INFORMATION

Name (First, Middle, Last)	
Street Address	
City, State, Zip Code	
Contact Phone Number	
E-Mail Address	

AVAILABILITY

During which hours are you available for volunteer assignments? Hours per week? _____

Monday	Tuesday	Wednesday	Thursday	Friday	Weekends?

SPECIAL SKILLS OR QUALIFICATIONS

Summarize special skills, other languages, and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

PREVIOUS VOLUNTEER EXPERIENCE

Summarize your previous volunteer experience, names of programs and duties performed.

PERSON TO NOTIFY IN CASE OF EMERGENCY

Name	
Contact Phone(s)	
Email Address	

I understand that my individual or group's services are being offered on a volunteer basis without anticipation of any financial remuneration and I shall indemnify and hold harmless the City of Santa Ana, its Boards and Commissions, and their officers, agents and employees from and against all claims, demands, loss or liability of any kind or nature for any possible injury incurred during volunteer service. I understand that I may be required to go through a screening process and background check. I agree to cooperate with the Agency's Volunteer Program Policies and Procedures. I also understand that there is a possibility that I may be interviewed, photographed and/or videotaped during this particular activity, and I hereby allow the City staff to use the photographs, interviews, and/or video materials for City publicity purposes.

Signature: _____ Date: _____