

## **Coffman Associates Land Use Planning Intern**

Coffman Associates is a nationally recognized airport consulting firm based in Lee's Summit, Missouri, which has a land use planning internship available for the spring semester 2016. Candidates must have, or be in the process of earning, a bachelor's degree or a master's degree in community and regional planning.

### **Typical Functions**

- Assist in the development of planning studies and reports
- Review or assist in the review of general plans, zoning ordinances, and environmental documentation
- Prepare and present detailed reports on development proposals to government bodies
- Collect a variety of statistical data and prepare reports and maps on topics, such as census information, land use, tax base data, and occupancy rates
- Evaluate or assist in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals

### **Typical Knowledge**

- Knowledge of the principles and practices of planning
- Knowledge of a relevant specialization, such as land use and transportation planning, is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS

### **Typical Skills**

- Written and oral communication and interpersonal skills to work in a team environment
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

Coffman Associates is an Equal Opportunity, Affirmative Action Employer, and will not discriminate against any employee or applicant because of gender, race, color, national origin, religion, age, marital status, sexual orientation, handicap, or status as a disabled or Vietnam-era veteran.

Coffman Associates participates in the U.S. Department of Homeland Security's E-Verify Program to confirm employee eligibility. Upon hiring, employees are required to complete Federal Form I-9, Employment Eligibility Verification.

To apply for this position, please submit cover letter and resume to the following mail or e-mail address by January 15, 2016:

Mr. David Fitz, AICP, LEED Green Associate  
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