

Planning & Community Development Intern

General Summary

The Planning & Community Development intern will work on housing policy, particularly the refinement of housing-related zoning text amendments, to be delivered Q3/Q4 of 2026. The intern will conduct outreach to key stakeholders and housing experts and conduct precedent research. The result will be a set of policy recommendations to the Planning and City Commissions to increase housing options and access in the community.

Department: Planning & Community Development

Reports To: Director of Planning & Community Development

Schedule: Part-time (32 hours/week during semester)

Location: Mt. Pleasant City Hall – Minor schedule adjustments and hybrid work arrangements may be available

Essential Job Functions

- Review past housing-related documents (Planning Commission reports, etc);
- Acquire a great understanding of current zoning ordinance requirements;
- Conduct precedent research and summarize findings;
- Interview real estate agents, builders and housing experts;
- Prepare and conduct outreach to community members;
- Present findings to appointed and elected officials.

Minimum Requirements

Education: Current college student or recent graduate in Urban Planning, Urban Design, Geography, Public Administration, or related field

Knowledge Of: Urban Planning, Zoning and Housing Policy

Skilled In: Communications and Microsoft Office Products

Ability For: Independent analysis and judgement

Additional Requirements: We are looking for an individual who possesses strong research and organizational skills and enjoys working in a creative team-based environment. Excellent written and verbal communication skills are essential to effectively conduct outreach to stakeholders and present research findings to City staff and relevant Boards and Commissions.

Physical and Mental Demands and Work Environment

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to handle, feel, reach, talk, hear, and transport self to meetings; frequently required to sit, stand, move about, and walk; and occasionally climb or balance, stoop, kneel, or crouch. Vision abilities include close, distance, color, and peripheral vision; depth perception; and ability to adjust focus. Must be able to read, write, analyze, reason, supervise, comprehend, evaluate, organize, effectively communicate, and handle the stress associated with the demands of the position. The noise level in the work environment is usually moderate.

Pay Rate

\$16.00 per hour