



CITY OF WOOSTER

Planning and Zoning Division

538 North Market Street

Wooster, OH 44691

Phone: 330-263-5238

The City of Wooster is Hiring a Planning Intern for the Summer

The City of Wooster is seeking a summer intern that is currently studying in a City Planning, GIS or related program. The intern will work on projects to document conditions in the city such as existing land use, downtown parking and other related information. In addition, the position will involve work with the City's Economic Development Coordinator to research fair housing, economic indicators and evaluate the City's Community Reinvestment Act (CRA) program. The position will require the individual to travel throughout the City of Wooster to document conditions, enter and manipulate the data in our GIS and assist City personnel.

Applicants for the position will need to meet the following requirements:

- 18 years old or older
- Full-time student enrolled in an accredited college majoring in a related field
- Completion of at least one year of related curriculum
- Experience using Microsoft Office and ESRI GIS Software
- Proficient in research, data analysis and writing
- Ability to pass a background screen and pre-employment drug test

The intern position will be a paid position, \$12.00 per hour; 40 hours per week; Monday through Friday. Students interested in the internship should complete an application available at <https://www.woosteroh.com/human-resources/careers> by April 4th, 2019. Applications, along with a resume, should be emailed to applicant@woosteroh.com, faxed to 330-263-5213 or mailed to:

City of Wooster HR Dept.

Att: Applicant

538 N. Market St.

Wooster Ohio 44691