

## Urban Planning Internship

Mintier & Associates is a Sacramento-based planning consultant firm specializing in land use, environmental, and development issues. The firm's clients include public agencies, development companies, and law firms. Mintier & Associates offers many services including: the preparation, revision, and evaluation of general plans and general plan elements; development of specific plans and project plans for public and private sector clients; assistance in processing development plans and applications through governmental review and approval procedures; drafting zoning ordinances and other implementation programs; and preparation of environmental assessments and environmental impact reports. Mintier & Associates is currently recruiting a motivated and dedicated individual with an interest/background in urban planning coursework who meets the following qualifications:

**School Status:**

- Junior, Senior, or Graduate Student Preferred

**Knowledge of:**

- Basic urban planning concepts and practices
- Government organization and procedures

**Required Skills:**

- Strong research and writing abilities
- Computer Skills: Word, Power Point, Excel, Publisher

**Desirable Skills:**

- Cartography
- Computer: ArcView/ArcMap, Access,
- Adobe Illustrator, Photoshop

**Hours:**

- Part-time, minimum of 16 hours per week

**Major Course Work in:**

- City & Regional Planning;
- Environmental Policy & Planning;
- Geography;
- Environmental Science;
- Political Science/Public Policy; or
- Real Estate/Land Development.

**Duties:**

- Research and writing
- Editing and proofing documents
- General office support as needed

**Compensation:**

- Negotiable

*mail or e-mail resumes to:*  
Derek DiManno  
Mintier & Associates  
1415 20th Street  
Sacramento CA, 95814  
derek@jlmintier.com