

Paid Internship

A great opportunity for those interested in pursuing a career in urban / regional / environmental planning and project management of development proposals. The position presents the individual with an opportunity to meet and work with various professionals and specialists, such as engineers, architects, biologists, etc. involved in project development.

This assistant position involves arranging meetings, editing documents, attending meetings, taking notes and other administrative tasks. While these are the most frequent tasks the job requires, no two days are ever the same and new challenges present themselves each day.

Ultimately, the position gives great insight into the many complicated steps of project management, development and urban/ regional/environmental planning.

Basic knowledge of Word/Excel/Outlook is preferred.

E-mail letters of interest and resumes to
paula@pmdconsulting.net
Fax to (916) 691-2595

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