



REQUEST FOR SUMMER PLANNING INTERN

Job Description

APD Urban Planning and Management, LLC (APD-U) is seeking to fill a full-time summer intern position. APD-U is a planning firm focused on urban neighborhood revitalization and community development. Our firm comprises experienced professionals in multiple disciplines, including neighborhood and urban planning, community redevelopment, and real estate development. We are seeking a highly motivated, detail-oriented intern to be employed in our Atlanta office.

Job tasks may include but are not limited to:

- Assist project managers in developing planning documents, housing research, and community development processes.
- Aided in preparing reports using Adobe Creative Suite or other presentation software, memos, PowerPoint presentations, Excel models, and presentation graphics.
- Conduct field work and demographic research on existing conditions.
- Researching grants and financing opportunities for projects.
- Producing GIS maps and spatial analysis, including compiling, analyzing, and managing socioeconomic and geospatial data.
- Creating presentation boards and renderings for community engagement purposes.
- Assisting in implementing various programs, including community retention strategies, neighborhood marketing plans, housing studies, and community redevelopment projects.
- Assist with administrative duties as required.

Qualifications

- Strong interest in community and neighborhood planning and urban redevelopment.
- Proficiency in ESRI ArcGIS Pro.
- Proficiency in Adobe Creative Suite and MS Office.
- Experience preparing and assembling presentation graphics and report/plan documents.
- Demonstrated ability to apply analytical methods and sound judgment in problem-solving.
- Excellent oral presentation and written communication skills
- Strong organizational skills
- Detail-oriented and committed to accuracy.
- Ability to work both as an individual contributor and in a team environment

Minimum Experience & Training

Undergraduate degree from a four-year college/university, with major coursework in urban planning, real estate, or a related field. Student status in a master's program is required, with 1-2 years of prior work experience in planning. Commensurate experience may be acceptable.



Urban Planning 
Management

Please submit the following documents by April 16th, 2024, via email to Bridget Wiles at info@apdurban.com.

- Cover Letter
- Resume
- 3 samples of report or technical work (written by the applicant). NOTE: If a team project is submitted, clearly indicate if the work was done as part of a team and your specific contribution to the work.

Hourly Rate

Negotiable

ONLY COMPLETE SUBMITTALS WILL BE CONSIDERED OR REVIEWED.
APPLICATIONS WILL BE REVIEWED AS THEY ARE RECEIVED.