The Passaic County Department of Planning and Economic Development is looking to fill a summer internship position from Spring through Summer 2020. The intern will provide assistance on a wide range of transportation and land use projects under direction from the Director and planning staff in their capacity as project managers.

Interested candidates should be enrolled or recently graduated from an undergraduate or graduate planning program planning or a closely related field. Applicants should have familiarity with topics such as transportation planning, bicycle and pedestrian planning, complete streets, sustainability and green infrastructure, historic preservation and transit-oriented development. Proficiency in GIS (ArcInfo) and graphic design software with the ability to create and manipulate datasets and develop thematic mapping for public presentations is required. Experience working with local boards and commissions is a plus.

The intern will assist staff in reporting on progress of the County’s Complete Streets Program which will include tracking completed projects, conducting crash analysis, and translating findings into simple reports for the public and elected officials. Tasks will include assisting planning staff with several ongoing programs and technical studies including the County’s Complete Streets Implementation Program, implementation of the County’s Green Stormwater Infrastructure Plan, assisting staff in advancing the Passaic-Bergen Passenger Rail Technical Study, and several bike and pedestrian implementation projects. Specific activities include gathering field data to track progress on Complete Streets projects, GIS mapping and database management, disseminating and analyzing survey data, preparing materials used for interagency coordination and public participation assisting with preparation for public meetings. Responsibilities will also include assistance on North Jersey Transportation Planning Authority grants and ongoing transportation planning activities associated with the annual Subregional Transportation Planning (STP) program.

The intern will need to be available a minimum of two (2) days a week up to a maximum of five (5) days/week in the Planning office located in Totowa, NJ. The salary is $15.00/hour.

Applicants must have New Jersey residency or current enrollment in a New Jersey educational institution. Interested candidates can submit their resume, a writing sample and any other work samples to Planning Director, Michael Lysicatos at mlysicatos@passaiccountynj.org. Deadline is February 28, 2020.