



PLANNING INTERN

Lexington, KY

Brandstetter Carroll Inc. seeks a recent graduate or student pursuing a degree in urban planning or a related field to assist with planning projects. The majority of projects will be parks, recreation, open space, and trails related needs assessments, strategic plans, feasibility studies, and master plans.

RESPONSIBILITIES/TASKS

- Review, analyze, and summarize previously prepared studies and reports
- Work closely with the other staff to prepare planning documents
- Create and/or modify documents, spreadsheets, databases, and figures, which may be used in a variety of planning and presentation documents
- Communicate with outside agencies and clients in exchanging data and manage that data in accordance with guidelines
- Can be relied upon as a productive team member
- Must be able to work on multiple projects at the same time

INTERPERSONAL REQUIREMENTS

- Maintain an enthusiastic attitude
- Address conflict and contribute opinion in a direct and open way at the time of the discussion; initiate one-on-one conversations with an individual to resolve issues
- Champion new ideas and encourages others to do the same
- Work across boundaries to create and contribute to an inspirational work environment

TIME AND TRAVEL REQUIREMENTS

- Able to commit 30-40 hours per week
- Available some evenings for public meetings
- Overnight travel may be required
- Work may be necessary outside normal office hours
- Must maintain a valid driver's license

WORK EXPERIENCE/SKILLS REQUIREMENTS

- 0-2 years of experience predominantly in planning, data analysis, and report writing and preparation
- Demonstrate good verbal and written communication skills
- Possess strong research and analytical skills
- Be receptive and adaptive to change
- Be proficient at typing and in the use of the following programs: Word, Excel, Access, and PowerPoint. The following are not required, but would be helpful: InDesign, Photoshop, ArcGIS, AutoCAD, SketchUp, and similar programs.
- Resumes will be evaluated relative to experience and knowledge.

EDUCATION REQUIREMENTS

Candidate must be enrolled in (or have recently graduated from) a Bachelor's or Master's Degree program in Urban Planning; Community and Regional Planning; Landscape Architecture, Geography; Public Administration, or other applicable discipline from an accredited college.

PHYSICAL REQUIREMENTS

This work may include, but is not limited to, the following physical activities: sitting, standing, walking, lifting, pulling and/or pushing, grasping, reaching, stooping and crouching, reading, finger dexterity, color determination, repetitive motions, speaking, hearing, and visual acuity.

BENEFITS

- Medical, Dental, & Vision Insurance
- Long Term and Short Term Disability
- Life and AD&D Insurance
- Paid Holidays, Vacation, and Sick Days
- Discounted gym membership
- 401(k) Savings Plan
- Tuition reimbursement plan

Brandstetter Carroll, Inc. (BCI) is an Equal Opportunity Employer. BCI does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Compensation will be commensurate with experience.

Send resumes to: Jennifer Sizemore – jsizemore@bciaep.com

www.brandstettercarroll.com