

# **JOB OPPORTUNITY**

The City of Hopkins has an opening for a:

## **Planning and Economic Development Intern**

### **Pay**

\$12/hour

### **Description**

This position reports directly to the Community Development Coordinator and will assist the Planning and Economic Development Department with day to day activities and projects based on specific areas of interest which may include the following:

- Work with Planning staff to implement public engagement for the city's 2040 Comprehensive Plan.
  - Assist with preparing engagement tools and activities.
  - Attend various engagement opportunities and assist with implementation of the City's engagement plan.
- Facilitate focus groups and meetings for an Art Space Preliminary Feasibility Study.
- Work with the City's consultant on implementation of a place making program in downtown Hopkins.
- Assist City staff on implementing a façade improvement program.
- Work with city staff to manage and oversee the installation of public artwork for the Artery construction project.
- Work with Planning and Economic Development staff on marketing the City via the Think Hopkins brand. This may include attending community events, assisting the Hopkins Business and Civic Association with their efforts, or participating in other ways that forward the brand.
- Assist Planning and Economic Development staff with day to day activities including attending meetings, code enforcement, zoning administration, meeting with residents and business owners, writing memos, researching, writing reports, and presenting to Planning Commission and City Council.

Hours are flexible, but will not average more than 30 hours per week. It is anticipated

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that the position will last through the summer and potentially into the fall. Hours may begin based on the candidate's schedule. This position will not accrue benefits or vacation time.

### **Minimum Qualifications**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have the potential to be proficient in the Essential Functions and Knowledge, Skills, and Abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Enrollment in or completion of Master's Degree in Planning, Urban Studies, Public Administration program, or related field is required.
- Ability to read and interpret documents such as state statutes, reports, policies, and regulations, contracts, and procedure manuals. Ability to prepare reports and correspondence. Ability to give verbal presentations and speeches. Ability to communicate effectively both orally and in writing with supervisors, City staff, elected and appointed officials, legal counsel, builders, developers, other governmental agencies, and the general public.
- Knowledge of computers and software applications including word processing, database, spreadsheets, presentation and web authoring software.
- Knowledge of planning and economic development principles.
- Effective problem solving and communication skills.

### **Contact**

Please submit a completed application and resume to [jobs@hopkinsmn.com](mailto:jobs@hopkinsmn.com). For questions about the position contact Meg Beekman at 952-548-6343 or by email at [mbeekman@hopkinsmn.com](mailto:mbeekman@hopkinsmn.com) or visit the City's website: [www.hopkinsmn.com](http://www.hopkinsmn.com)

### **Posting Closes**

Posting will close at 4 pm on April 10, 2017.