



Summer Internship, MPRB Planning Division

The Minneapolis Park & Recreation Board (MPRB) will hire three (3) motivated interns to assist the Planning Division over the summer months. Interns will primarily work outdoors conducting visitor counts within the regional parks of Minneapolis. Additional duties include assistance with community assessment, analysis, current projects, and strategic initiatives.

The Planning Division provides expertise to lead, advise, and guide the development and redevelopment of the Minneapolis park system. The division oversees park system analysis and master planning, capital program development, real estate management, design and engineering, and park construction administration.

Qualifications

- Course of study related to urban studies, environmental sciences, landscape architecture, or park and leisure studies
- Demonstrated interest in parks and open space
- Self-motivated, organized, and able to work independently
- Computer skills including MS Office Suite and Adobe CS; GIS skills a plus
- Access to reliable transportation and valid driver's license
- Ability to work outdoors in varied weather conditions

Desired Experience

- Coursework and/or experience in strategic planning, environmental studies, urban design, or recreation management
- Familiarity with current data analysis tools
- Demonstrated experience working with diverse populations

Compensation/Job Details

- Employment Dates: May 22 through September 8, 2017
- 35 – 38 hours weekly (**INCLUDES WEEKENDS AND HOLIDAYS**)
- \$10.00-11.99 per hour, non-benefitted (mileage reimbursement eligible)

Apply by submitting the following materials on or before **April 3, 2017 @ 4 pm** to mhudek@minneapolisparks.org in either MS Word (.doc) or Adobe (.pdf) format.

- Resume
- Cover letter detailing your reason(s) for interest in the position

Direct questions and application materials to:

Madeline Hudek, Planning Division

Minneapolis Park & Recreation Board | 2117 West River Road | Minneapolis, MN 55411

E-mail: mhudek@minneapolisparks.org | Phone: 612-230-6413

(Paper applications are accepted at address above from 8:30 am-4:00 pm, Mon-Fri)