

Planning and Sustainability

Innovation. Collaboration. Practical Solutions.



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More Contact Info (<http://www.portlandoregon.gov/bps/article/136170>)

Off-road Cycling Master Plan Internship Opportunity

The City of Portland Bureau of Planning and Sustainability (<http://www.portlandoregon.gov/bps>) (BPS) is seeking a Community Service Aide to assist with the development of the Portland Off-road Cycling Master Plan (<http://www.portlandoregon.gov/bps/68157>). BPS develops creative and practical solutions to enhance Portland's livability, preserve distinctive places and plan for a resilient future.

The Portland Off-road Cycling Master Plan (<http://www.portlandoregon.gov/bps/68157>) will develop a citywide plan for a system of off-road cycling facilities – such as sustainable trail networks, skill parks and pump tracks – where kids, adults, and families can ride for fun, exercise and to experience the outdoors in the city.

Community Service Aides are typically graduate students or recent graduates seeking entry-level work in the field of urban planning. They work under the guidance of professional planning staff on a variety of assignments.

Responsibilities may include:

- Organizing and staffing public events (including possible evening and weekend events), including outreach to historically under-represented or under-served communities

- Assisting with meeting coordination and note taking

- Maintaining testimony/comments database

- Synthesizing public feedback

- Completing research and analysis

Basic qualifications:

- Knowledge of public outreach principles and practices

- Familiarity with equitable urban planning principles

- Ability to work with a wide variety of people with different professional and cultural backgrounds

- Comfort representing the project and bureau in public

- Clear and concise writing and strong verbal communication skills

- Flexibility, initiative, and ability to work independently and as part of a team

- Familiarity with Microsoft Office (Word, Excel, PowerPoint)

Desired skills and experience:

- Direct personal or professional experience working with historically under-represented or under-served communities, such as communities of color, Portlanders with limited-English proficiency, low-income

residents, youth, and Portlanders with disabilities

Experience with public outreach

Experience with research and data collection, organization and analysis

Valid state driver's license and a driving record that meets the City's good driver criteria

Ability to speak another language (Spanish, Vietnamese, Somali, Chinese, etc.)

Start date: January 2016

Hours: Approximately 30-40 hours per week

Duration: Through June 2016. This position is classified as a Community Service Aide, and is limited to no more than 1,400 hours per calendar year.

Compensation: \$15-\$18/hour depending on experience and qualifications

Benefits: Employee will be eligible for limited sick time and paid holidays

Application: Please submit a cover letter and resume describing your qualifications to

Michelle Kunec-North
Bureau of Planning and Sustainability
1900 SW 4th Avenue #7100
Portland, OR 97201
michelle.kunec-north@portlandoregon.gov (<http://www.portlandoregon.gov/mailto:%20michelle.kunec-north@portlandoregon.gov>)

Application Deadline: December 20, 2016

Equal Opportunity: The City of Portland (also referred to as the City) is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment.

Veterans: If you are requesting Veteran's Preference, include a copy of your DD214/DD215 and/or Veteran's Administration letter stating your disability with your resume and cover letter. Veteran's Preference documentation must be submitted no later than the closing of this recruitment.