

# VAN BUREN CHARTER TOWNSHIP BUILDING -PLANNING AND ECONOMIC DEVELOPMENT (VBT-PED)

LOCAL GOVERNMENT INTERNSHIP PROGRAM Summer 2018



# (VBT-PED)

VBT-PED is a Wayne County local government department within Van Buren Charter Township positioning themselves into becoming a premier community. We are coordinating the selection, placement, training, and advising of qualified interns from local colleges enrolled in undergraduate and graduate planning and economic development course work.

## **Minimum Qualification**

- 30 hours of completed college coursework (undergraduates)
- Interest in Planning and Economic Development
- GPA 3.0 and above
- Currently enrolled in requested majors at either colleges or universities.
- Legally eligible to work in the US
- Two personal references (with at least one reference from a faculty member in the college)
- Interns must have their own reliable transportation.

## **Required Material for Application completion submission guidelines**

- Resume, cover letter, unofficial transcript and application must be submitted via email or via standard mail to Charter Township of Van Buren Human Resource Director, Nicole Sumpter, 46425 Tyler Road Van Buren Township, MI 48111, email: [nsumpter@vanburen-mi.org](mailto:nsumpter@vanburen-mi.org)

**Application Deadline:** Friday, May 4, 2018

**Potential Start Date:** Monday June 4, 2018

**No Compensation:** The Internship is an unpaid volunteer position and without any promise or expectation of future employment.

Ron Akers the Planning Director for Van Buren Township in Wayne County is offering an internship opportunity within the Planning & Economic Development Department at the Township. His hopes are that you would be able to forward this opportunity to the students in your respective programs. The Planning & Economic Development Department houses the Township's Planning, Zoning, and Building, Environmental, and Economic Development functions and should allow interested students the opportunity to obtain hands on experience with these items. The internship will be project based, but there will be some day to day office responsibilities which they will be required to complete. Duties and projects will be based on the student's area of study and their specific interests.

The program is run by the Director who is a certified through the American Institute of Certified Planners

Ron Akers, AICP  
Director of Planning & Economic Development  
Charter Township of Van Buren  
[rakers@vanburen-mi.org](mailto:rakers@vanburen-mi.org)  
Ph: 734-699-8913  
Fax: 734-699-8958



# Charter Township of Van Buren

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## VAN BUREN TOWNSHIP PLANNING & ECONOMIC DEVELOPMENT INTERNSHIP

### GENERAL STATEMENT OF DUTIES:

The Planning & Economic Development Intern will work under the direction of the Director and Deputy Director of Planning & Economic Development. The internship responsibilities may vary based upon their educational experience and career goals. They will be given the opportunities to interact with department heads and be exposed to the several aspects of Township government. The intern will also perform non-union tasks in support of the daily activities of the Planning & Economic Development office. The work schedule is flexible within the 7:30 a.m. – 4:00 p.m. Monday – Friday timeframe and the internship is intended to be for a one-year period.

### TYPICAL LEARNING EXPERIENCES:

The Planning & Economic Development Intern may be called upon to do any or all of the following: (These examples do not include all of the tasks that the intern may be expected to perform.)

<ul style="list-style-type: none"> <li>- Manage complex projects</li> <li>- Research and provide recommendations on issues facing Van Buren Township</li> <li>- Draft reports</li> <li>- Draft memos</li> <li>- Compose Township Board Action requests</li> <li>- Attend night meetings</li> <li>- Communicate with community organizations and the public</li> <li>- Make recommendations to the Director and Deputy Director</li> </ul>	<ul style="list-style-type: none"> <li>- Assist with site plan, rezoning, and/or variance reviews</li> <li>- Assist with zoning administration</li> <li>- Assist with the Township’s environmental policy and programming</li> <li>- Assist in the development/implementation of the Township’s economic development efforts.</li> <li>- Support the daily non-union Planning &amp; Economic Development Department activities</li> <li>- Maintain website content</li> <li>- Develop social media strategy for department</li> </ul>
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### QUALIFICATIONS FOR INTERNSHIP:

Applicants must be enrolled in or recently graduated from a graduate or an undergraduate program that includes a curriculum of public administration, urban planning, environmental science, engineering, or any other related field. Hours will be flexible based on scheduling factors and learning outcomes.

### REQUIRED APPLICATION MATERIALS:

- A. Resume
- B. Cover Letter
- C. Unofficial Transcript

### SUBMISSION GUIDELINES:

Applicants may submit their application via e-mail, in person, or via standard mail to the Charter Township of Van Buren Human Resources Director, Nicole Sumpter, 46425 Tyler Road, Van Buren Township, MI 48111, e-mail: [nsumpter@vanburen-mi.org](mailto:nsumpter@vanburen-mi.org).

**APPLICATION DEADLINE:** Friday, May 4, 2018

**POTENTIAL START DATE:** Monday June 4, 2018

**COMPENSATION:** This will be a volunteer position. Van Buren Township may pay for training opportunities as they become available.

46425 Tyler Road, Van Buren Twp., MI 48111-5217 Website: [vanburen-mi.org](http://vanburen-mi.org)  
Telephone 734-699-8900 Fax 734-699-5213