BCDCOG Fall Planning Internship
North Charleston, South Carolina

Background
Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) is a regional planning agency located in North Charleston, SC which provides a wide variety of land use, multimodal transportation, environmental, economic development, and community development services to improve the quality of life in the tri-county area.

BCDCOG is offering an internship opportunity in its Planning Services department for students to gain hands-on working experience of regional planning activities and projects this fall semester.

Responsibilities
Assist professional Planning Services staff by conducting research, collecting and analyzing data, developing maps and graphics, and drafting reports. Typical tasks will include supporting mapping of the region’s transportation systems, bicycle and pedestrian data collection, assisting with public outreach and research on comprehensive and long-range plans. In addition, BCDCOG will strive to align projects tasks with the intern’s course work or career interests as best possible.

Intern schedules are part-time, with flexible hours, ranging from 15-28 hours/week.

Qualifications
Experience in research, data management, communications (written/verbal), presentations, and Microsoft Office products. Proficiency with Microsoft Excel, and Microsoft Outlook is highly desired.

Working knowledge of mapping and/or graphics software such as ArcMap or Adobe Creative Suites is desired but not required.

Ability to lift and carry data collection equipment and work outside for short periods of time is also desired.

Preference will be given to applicants who are currently enrolled in, or recently graduated from, a bachelor's or master's degree program, but students enrolled in an associate degree program are encouraged to apply. Highly relevant courses of study include, but are not limited to, city and regional planning, civil/transportation engineering, historic preservation, public administration, data science, environmental science, statistics, sustainability, urban studies, or other social science programs.

Compensation will be commensurate with qualifications.

How to Apply
Interested applicants should email their resumes to Kathryn Basha at kathrynb@bcdcg.org or mail their resumes to BCDCOG, 5790 Casper Padgett Way, North Charleston, SC 29406

-EOE-