



Internship Opportunities

The Kiawah Island Planning Department offers internship opportunities for undergraduate and graduate students, preferably studying City and Regional Planning, Environmental Studies, Urban Studies, or Public Administration. Interns will gain experience in planning and local government, environmental planning, while honing research and interpersonal skills. Planning Department interns may fulfill internship credit requirements, if applicable. Hours are flexible, and attendance at evening or special called meetings are optional but highly encouraged to gain experience. Job tasks for interns may include, but are not limited to:

- Assist in the development and implementation of the Comprehensive Plan Review including researching for zoning ordinance amendments, planning community meetings to gather public input, and other tasks as assigned;
- Assist in the development of the special area or community plans;
- Attend pre-application meetings with property owners, architects, designers, engineers, and/or surveyors regarding rezoning, site plan review, variance, special exception and subdivision processes;
- Conduct site visits with planning staff;
- Attend Board of Zoning Appeals, Planning Commission, and Town Council meetings, and assist in the preparation of meeting packets for these meetings;
- Research and attend other ad hoc committee or task force meetings;
- Research zoning and planning trends on a local, state and national level to assist in updates to the *Town of Kiawah Island Land Use Planning and Zoning Ordinance* and *Town of Kiawah Island Comprehensive Plan*;
- Expand knowledge of planning topics and issues by attending free continuing education sessions; and
- Gain experience in the Emergency Operation Center (EOC) and receive FEMA training in the Incident Command System (ICS).

Interning with the Town of Kiawah Island will allow students to expand their professional experience and explore career options in planning and local government. Interns are expected to be professional, punctual, and engaged in all aspects of the Planning Department. Please be advised that internship positions are not guaranteed to be paid. Positions are limited and not all internship applications can be accepted. You may be asked to provide your availability to fulfill the internship, to determine suitability.

**Interested applicants may send a cover letter and resume
to John Taylor, Jr. at jtaylor@kiawahisland.org**