BEAR RIVER ASSOCIATION OF GOVERNMENTS
170 N. Main, Logan, Utah 84321 • (435) 752-7242 • Fax (435) 752-6962 • www.brag.utah.gov

JOB ANNOUNCEMENT

PLANNING INTERN
(Open Until Filled)

Community and Economic Development Department
15-20 Hours Per Week
Reports to: Brian Carver, CED Director
Wages: Starting at $9.00 DOE

POSITION SUMMARY: The Community and Economic Development Department (CED) at Bear River Association of Governments provides technical and financial assistance to local governments and organizations in Box Elder, Cache, and Rich Counties. This assistance includes Federal and State grant programs, demographic analysis, economic development, regional planning and projects, mobility management, and local community planning assistance. The Department also provides staff for the Bear River Heritage Area, Box Elder Rural Transportation Planning Organization, Bear River Regional Access and Mobility Council, and various advisory boards.

ESSENTIAL FUNCTIONS: This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.
1. Work with the CED Director and Regional Planner to provide planning assistance and technical support to local communities throughout the region.
2. Conduct research on a variety of issues including transportation planning, community ordinance revisions, mobility management, economic development, and others.
4. Represent the Association at local and regional planning and community development meetings.

QUALIFICATIONS:
A student currently enrolled at a college or university studying planning, landscape architecture, geography, environmental studies, or a related field.

Knowledge, Skills and Abilities:
1. Excellent written and verbal communication skills.
2. Basic knowledge of community planning.
3. ESRI ArcGIS for Desktop experience preferred.
5. Able to operate Windows-based personal computers at a basic skill level in data and document processing.

Ability to:
1. Work independently on assigned tasks.
2. Communicate clearly and concisely in both oral and written form.
3. Establish and maintain cooperative working relationships with local elected officials, staff, and various organizations.

To Apply: Submit a resume, cover letter, and three references by e-mail to Brian Carver at brianc@brag.utah.gov, by mail to the BRAG Community and Economic Development Department (Attn: Brian Carver, 170 North Main, Logan, Utah 84321), or in person at 170 N. Main in Logan. Refer questions to Brian Carver at 435-713-1420.

*Please submit required documents by Monday, April 10, 2017 at 5:00 P.M.

This is an Equal Employment Opportunity.