



921 SW WASHINGTON STREET, SUITE 468
PORTLAND, OREGON 97205
February 3, 2012

EMPLOYMENT OPPORTUNITY

Intern/Entry-level Planning Position

Angelo Planning Group is seeking a highly motivated intern or entry-level planner to work in its downtown Portland, Oregon office on a temporary, part-time basis. The position will provide support to our team of project managers on a range of planning projects. Strong research, writing, GIS, In-Design and graphics skills are essential. The position will be a minimum of 20 hours per week for six months; however, additional hours may be available depending on the ongoing work load.

Characteristics: Candidates should:

- Have strong oral and written communication skills;
- Have the demonstrated ability to work independently and in teams;
- Possess strong attention-to-detail initiative and self-motivation;
- Have strong organizational skills;
- Have excellent working knowledge of Microsoft Office (Word, Excel, and PowerPoint);
- Have strong GIS skills using ESRI ArcMap version 9.3 or higher. Desired GIS skills include creating and editing spatial and attribute data, developing easily understandable maps for public display, and using GIS to analyze spatial information.
- Be able to prepare a variety of visual materials, including advanced graphics, maps and charts using computer tools to synthesize and communicate technical and complex information to a variety of internal and external audiences. Ideal candidates would also possess the ability to format documents in Adobe In-Design and to develop and modify maps and graphics in Adobe Illustrator.

Salary and Hours:

The Internship/Entry-level Planner position will be a non-permanent, hourly paid position, starting on April 2, 2012. Hourly compensation will be dependent upon the skills and experience of the candidate, but is expected to be within the range of \$14/hr. to \$17/hr. The position will be a minimum of 20 hours per week for six months; however, additional hours may be available depending on the ongoing work load. Performance of weekly hours can be flexible to accommodate class schedules or other part-time work.

Application Requirements:

Provide a cover letter; your resume; three references with phone and e-mail contact information; a writing sample addressing the questions in the following section; a GIS map work sample (in PDF format if submitted electronically) with brief description of what the map was prepared for, how it was used, and what it shows; and an In-Design work sample (in PDF format if submitted electronically). Submittals that do not include all of the requested items will not be considered complete.



Writing Sample:

Please respond in writing to the following questions. The total length of your response to this section should not exceed three pages.

- Describe a planning effort you have worked on. What was your role? What was the geography? How long did the planning process take? What was the outcome of the planning process? What lessons did you learn?
- Please describe an example where you used GIS software to analyze a complex problem. How did you approach the challenge? What steps did you take? (This may or may not relate to the required GIS map sample.)
- Have you ever worked as part of a team with multiple supervisors? Describe your role and how you met the competing demands on your time.

SUBMIT APPLICATION MATERIALS BY MARCH 1, 2012 TO:

Karen Siegel, Principal
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