

**PLEASE POST**  
**CITY OF BROOKFIELD, Department of Community Development**  
Internship Opportunity for  
**2024 COMMUNITY DEVELOPMENT INTERN**  
**(PART-TIME, paid \$16.40/hr – \$18.75/hr based on qualifications)**

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**Paid Internship Opportunity for Graduate Students**

**PURPOSE:** The Community Development Intern provides assistance to the Director of Community Development, Zoning Administrator, and Associate Planner in promoting and enhancing Brookfield's Targeted Investment Areas (TIA) and various planning and community implementation objectives of the City's 2050 Comprehensive Plan (Comp Plan). Interns will have opportunity to work on a wide range of projects and will have the opportunity to experience the full scope of Community Development/Economic Development operations within the City.

**ESSENTIAL FUNCTIONS:**

- Researches, designs, prepares, and updates a variety of economic development and community development reports and informational materials including, but not limited to, department webpages, development reports, community event information, and TIA information.
- Assists with the development of neighborhood plans and advancement of Comp Plan implementation activities.
- Generates project graphics, drawings, renderings, or other illustrations.
- Coordinates integration of department projects, information, and promotional materials for functionality with GIS web features and applications for improved public and internal use.
- Prepares a variety of GIS maps for building and area planning studies, site studies, development plans, and projects.
- Assists in preparation of Community Development articles in the City Newsletter.
- Researches and prepares PowerPoint and other media presentations for Community Development staff regarding identified development issues, neighborhood plans, redevelopment strategies, and other current planning topics.
- Assists in the design and production of promotional and informational materials regarding economic development opportunities and community development within the City of Brookfield.
- Completes specific community and economic development research projects as directed.
- Scans, organizes, and enters data for online community, site and building, and other databases.
- Assists with preparation, dissemination, tabulation, and analysis of various business and community surveys.
- Assists with the preparation of grant applications.
- Coordinates mailings for local businesses, property owners, and other stakeholders for various Community Development and Economic Development projects.
- Attends various City committee meetings (i.e. Plan Commission, Economic Development Committee, Community Development Authority, Common Council) to learn about the development/redevelopment process.

**THE REQUIREMENTS:**

1. Graduate or Undergraduate Education emphasis in urban and regional planning, urban affairs, economic development, public administration, or business preferred.
2. Ability to research using statistical methods and sources of data relating to planning and economic development.
3. Knowledge of computer applications in planning and/or economic development. GIS knowledge preferred.
4. Knowledge of computer software programs including spreadsheets, word processing and databases.
5. Ability to perform intermediate calculations.
6. Ability to effectively communicate in both written and verbal formats.

**Interested candidates should submit a cover letter and resume to:**

**Emily Zandt, Associate Planner, at [zandt@ci.brookfield.wi.us](mailto:zandt@ci.brookfield.wi.us)**

**The start date for this position is anticipated to be May/June 2024. Application deadline is April 26<sup>th</sup>, 2024.**