



# Employment Opportunity

May 2019-August 2019 Part Time Position

4000 Gateway Centre Blvd., Suite 100, Pinellas Park, Florida 33782 [www.tbrpc.org](http://www.tbrpc.org)

**Position Title:** Planning and Policy Assistant

**Classification:** Intern/Part-Time (Max. 20 hrs. per week)  
Temporary Position  
(May 2019 - August 2019)

**Salary Range:** \$20.00 Hourly Rate

**Reports To:** Director of Resiliency and Engagement

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## Summary/Objective

*The Tampa Regional Planning Council is seeking a masters or Ph.D. student interested in climate change, affordable housing policy and municipal planning to work on grant funded projects, including the Florida Resilient Coastlines Program.*

*The primary projects will include: planning meetings with local government staff to discuss the vulnerability of Community Redevelopment Areas and affordable housing to extreme weather events and sea level rise; supporting technical training workshops to integrate social vulnerability factors into sea level rise vulnerability assessments.*

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## Essential Functions

- ≈ Assist with program and policy analysis, writing, and editing reports and other projects as relevant.
- ≈ Compile data analyze large state and county-level data sets and maps.
- ≈ Support project outreach and engagement.
- ≈ Assist with data requests from stakeholders and funding partners.
- ≈ Assist with design and implementation of online surveys and evaluation forms.
- ≈ Assist with meeting and workshop coordination and documentation.
- ≈ Write postings and assist with social media.
- ≈ Other duties as assigned.



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## Essential Competencies

- ≈ Technical Capacity
  - Microsoft Office Suite
  - Excel Proficient
  - Microsoft PowerPoint
- ≈ Communication Proficiency both Oral and Written
- ≈ Ability to Synthesize Data and Present Ideas and Findings: Clearly and Concisely in Written, Oral and Graphic Form
- ≈ Experience reviewing planning documents, conducting policy analysis, literature reviews and background research for specific topics
- ≈ Ability to Make Public Presentations When Required
- ≈ Time Management
- ≈ Organization Skills

## Preferred Competencies

- ≈ GIS
- ≈ Sea Level Rise Assessment Tools
- ≈ WORD Press
- ≈ Databases

## Supervisory Responsibility

This position has no supervisory responsibilities.

## Work Environment

This position primarily works in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, and fax.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is required to talk or hear. The employee frequently is required to stand; walk; use hands and finger to handle and feel; and reach with hands and arms.



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## Expected Hour of Work

This is a part-time /temporary intern position, and hours of work are a maximum of 20 hours per week and days are Monday through Friday. May 2019-August 2019

## Travel

Travel is primarily local during the business day.

## Required Education and Experience

Bachelor's Degree in a related field from an accredited college or university. An equivalent combination of education, training, and experience may be substituted.

- Must be proficient in professional writing skills and oral communications.
- Valid driver's license or the ability to obtain one.

## Equal Employment Opportunity Statement

The TBRPC is an Equal Employment Opportunity employer and is committed to providing a work environment free from discrimination and harassment based on race, color, religion, age, sex, pregnancy, sexual orientation, national origin, marital status, veteran status, disability or other protected status as defined by federal and state laws.

## Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without prior notice.



## **Employment Opportunity**

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*Please submit a cover letter, resume, two writing samples and completed job application by Friday, May 3, 2019 to:*

Wren G. Krahl, Deputy Executive Director via email: [wren@tbrpc.org](mailto:wren@tbrpc.org) in pdf format.

*The Tampa Bay Regional Planning Council is a Smoke and Drug-free Workplace and an Equal Opportunity Employer. Pre-employment drug testing and criminal background check are required.*