**** **Urban Planning Data Intern**

**RESUME & LETTER OF INTEREST REQUESTED BY 9/24/21, POSITION OPEN UNTIL FILLED**

**Agency Description**

The Community Development Department (CDD) is the planning agency for the City of Cambridge. CDD undertakes a wide range of activities, encompassing community planning, public space planning, affordable housing development and preservation, economic development, transportation planning, and sustainability. The Department takes an interdisciplinary approach to manage and guide physical change in a manner consistent with the City’s priorities, engaging and collaborating with community partners and other government agencies to make Cambridge a desirable place to live and work. The collection, analysis and use of a wide variety of data is crucial to CDD’s mission.

Under the direction of the Senior Planning Information Manager, the Urban Planning Data Analysis Intern will work with other data management staff, CDD divisions, and possibly other city departments. Assignments will expose the intern to a wide variety of planning-related data. Topics may include general demographics, housing, transportation, land use, open space, and/or economic development, depending on current needs. Past interns have been instrumental in developing and revising the Department’s data profile series, including the Neighborhood Profile, Housing Profile, and the Moving Forward journey to work report.

**Primary Responsibilities:**

* Collect, compile, analyze, and visualize various types of information for technical and nontechnical audiences.
* Develop content for and design static and web-based reports and other data products
* Maintain and update existing internal and public data products, including Power BI dashboards and Microsoft Access databases
* Assemble and prepare data for the City’s open data website.
* Research and recommend tools both to analyze data and to present material in a transparent and understandable manner.
* Assist with producing maps to facilitate data analysis and communication for both internal and external use.

**Minimum Requirements:**

* Education, experience, or demonstrated interest in planning, urban studies, demographics, or a related field
* Education or experience in data collection, data analysis, data visualization, and/or statistics
* Experience using Microsoft Office programs – Excel, PowerPoint, Outlook, Word, Sharepoint, and Teams.
* Experience with a data presentation tool, such as ESRI Storymaps, Microsoft PowerBI, Tableau, R Markdown, or Shiny
* Ability to work independently in an organized, efficient manner and juggle multiple projects
* Ability to research and learn new technical skills independently
* Ability to work to document procedures
* General research skills
* Excellent oral, written, and visual communication skills and organization skills
* The City of Cambridge's workforce, like the community it serves, is diverse. Applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies

**Preferred Skills or Interests:**

An ideal candidate would have one or more of these:

* Experience using Microsoft Access or a database program of similar complexity
* Experience developing data visualization products for a general audience
* Experience with graphic design
* Experience with Microsoft Publisher
* Exposure to statistical software or programming languages, such as R, Python, SPSS, SAS, or Stata
* Familiarity with the data resources found on the web sites of Federal and State statistical agencies, such as the Census Bureau’s data.census.gov
* Experience with using ArcGIS for data analysis; will be expected to learn if unfamiliar and limited training can be provided

**Duration:** Through academic year. Employment period may be extended, depending on future funding and need.

**Rate:** $20.00 per hour.

**PHYSICAL DEMANDS:**

Ability to access, input, and retrieve information from a computer. Ability to read and analyze large quantities of information. Must have sufficient mobility to get back and forth from office. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:**

Work is conducted primarily in an office environment with fluorescent lighting, air conditioning, computers, and other standard office equipment, but may also involve meetings in other offices or facilities .

**APPLICATION PROCEDURE**:

Applications preferred by **9/24/21** but position will remain open until filled. Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest. External applicants submit both your resume and letter of interest via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312. Work samples will be requested at the time of an interview.

**THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, members of the LGBTQ community,** **AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.**