The Town of Smithsburg, Maryland is looking for graduate student or professional to revise and update the Town’s 10 Year Comprehensive Plan starting January 2024

**JOB TITLE:** Town Comprehensive Planner

**LOCATION:** Smithsburg, MD 21783

**DATES: Jan-May 2024** (Approximately 10 weeks)

**SCHEDULE:** Flexible schedule, but will require working in and around Smithsburg.

**PAY:**  Part Time – Approximately 8-12 hours per week, depending on availability $35/hour

**WHO WE ARE**

**Smithsburg** is a town in [Washington County](https://en.wikipedia.org/wiki/Washington_County,_Maryland), [Maryland](https://en.wikipedia.org/wiki/Maryland), United States. The population was 2,975 at the [2010 census](https://en.wikipedia.org/wiki/2010_United_States_Census). Smithsburg is a growing community that celebrates its small town charm.

<https://www.townofsmithsburg.org/>

**POSITION DESCRIPTION**

We are looking for an intern who is self-motivated and comfortable in a flexible working environment. The intern will be expected to work with and coordinate with town and other local and state officials to assist the Town Planning Commission with updating the 10 year Comprehensive Plan as required by the state of Maryland. Applicants should be willing to commit to at least 8 hours a week working in and around Smithsburg, MD. Days of the week are flexible.

The intern will develop a work plan based on guidance from the Town Planning Commission. They will then execute the work plan, and then complete the Town’s Comprehensive Plan.

Intern should be self-directed and able to attend the monthly Town of Smithsburg Planning Commission meetings for the duration of the project. Planning Commission meetings are generally held on the 2nd Tuesday of the month.

**INTERNSHIP GOALS**

Gain exposure to the Comprehensive Planning Process and to better understand the factors that impact town and city planning

**QUALIFICATIONS**

•Passion for small and rural communities.

•Pursuing or completed a degree in a field related to urban planning, policy, economics, or real estate.

•Strong quantitative and analytic skills.

•Comfort working with large data sets and a familiarity with Microsoft Excel and Microsoft PowerPoint.

•Ability to conduct independent research and meet deadlines in a goal-oriented environment.

**WHAT WE’RE WORKING ON**

**HOW TO APPLY**

Applicants should email their resume and a brief cover letter to [HR@vpdgov.com](mailto:HR@vpdgov.com).