

CITY OF JORDAN, MINNESOTA

Planning Intern

The City of Jordan is seeking a part-time Planning Intern. The job duties are roughly 75/25 between planning and economic development functions. Planning duties can include: evaluating land use and development proposals; responding to inquiries about the development process, zoning and subdividing; research and prepare reports for the EDA, Park and Recreation Commission, Planning Commission and City Council. Economic Development duties can include: assisting potential new businesses in site analysis, including demographics, taxes, fees, other development & related information, assist in promoting, recruiting, evaluating and facilitating prospective clients through development process, ensuring the City and EDA/HRA goals and visions are consistently and successfully communicated to the public and assisting with marketing the city and its revitalization programs.

Requires Bachelor's Degree in planning or a closely related field. Some experience preferred. Hourly wage is set at \$15.00 per hour. Submit completed city application, cover letter and resume to: City Administrator, Tom Nikunen, tnikunen@jordanmn.gov City of Jordan, 210 East First Street, Jordan, MN 55352. Download city application and job description from the city's website at www.jordanmn.gov Applications accepted until 5 p.m., September 21, 2018.