



Internship Announcement

Overseen by the Board's Vice President and Education Representative

The Northwest Section Internship of the American Planning Association of Washington is an opportunity for planning students in the Urban Planning & Sustainable Development program at Western Washington University to practice their skills and expand their knowledge in the planning field. The student intern will serve as the Board's Student Representative and will have the opportunity to meet with Board members individually to gain valuable insight on different career paths in planning.

Responsibilities include:

- Attend and contribute to all Board meetings and events
- Help Plan Quarterly forums, navigate and research logistics
- Innovate ideas to contribute to the Board's overall efficiency
- Liaise with the WWU Planning Club and act as a student representative to the Section Board
- Contribute with outreach, section newsletters, website content and other media communication
- Assist in membership retention strategies and encourage student membership among peers
- Other tasks as directed

Required Qualifications:

- Must have Junior or Senior class standing in WWU UPSD program
- Dependable with a strong passion for planning
- Ability to work independently on tasks in a remote setting
- Effective communication skills
- Organized, strong attention to detail
- Fulfill specified hours according to internship contract

If interested please submit a resume and cover letter as well as a copy of your WWU Planning Program application to Melissa@wcoq.org by April 2, 2023. Interns can start fall quarter. We're expecting them to continue through the full academic year.

Interns are eligible for the APA WA Northwest Section's \$500 WWU Student Scholarship