

5 Connecticut Avenue Norwich, CT 06360 (860) 889-2324 secogct.gov

Representing 22 towns, cities, and boroughs in Southeastern Connecticut.

Planning Intern

The <u>Southeastern Connecticut Council of Governments</u> (SECOG) seeks one or more interns to assist SECOG staff for the 2025 fall semester. Interns will support activities across all program areas, including SECOG's regional planning, environmental, transportation, and municipal services programs.

Application Process

Send cover letter and resumé to:

Amanda E. Kennedy, AICP, Executive Director Southeastern Connecticut Council of Governments 5 Connecticut Avenue, Norwich, CT 06360 akennedy@secogct.gov

Closing date: August 10, 2025 Applications will <u>not</u> be accepted without a résumé and cover letter.

About the Position

SECOG seeks students aspiring to careers in planning to provide support for the agency's regional and local planning initiatives. This will provide exposure to multiple areas of planning, including transportation and local land use planning. Interns will participate in comprehensive regional planning activities, assist in planning and administering transportation projects, and contribute to municipal technical assistance projects. Example responsibilities may include collecting, analyzing, and summarizing data for use in local and regional plans; preparing applications for grant funding and project progress reports; conducting fieldwork evaluating transportation and recreation facilities; and preparing public information materials and coordinating public meetings. SECOG staff have the opportunity to engage in multiple subject areas including land use regulation, economic development, natural resource conservation, transportation, housing, human services, sustainability and resilience, renewable energy, and emergency management. Interns will work up to 20 hours per week. Work is generally performed at SECOG's offices in Norwich, with occasional fieldwork and telework.

Compensation: \$20 per hour (undergraduate) \$23 per hour (graduate) SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

Qualifications

Candidates must be enrolled or recently graduated (within one year) in a college or graduate school program. Successful candidates will have demonstrated interest/experience in local or regional planning and have a willingness to collaborate with coworkers, partner agencies and local and regional stakeholders. Applicants should have excellent verbal and written communication skills and experience with project management, analyzing and presenting data, and preparing technical written reports. Technical skills should include familiarity with Microsoft products and ArcGIS.

About the Southeastern Connecticut Council of Governments

Watch video: "We Are SECOG"

SECOG serves 22 municipalities with a total population of 280,430 and functions as the region's Metropolitan Planning Organization. Primary focus areas of SECOG are regional planning, which includes producing studies and plans that inform the responsible development of the region; transportation planning and prioritization of State and Federal transportation funding; and regional services, which include staffing assistance to local land use commissions and coordinating inter-municipal cooperation. SECOG staff have opportunities to engage in multiple subject areas including land use regulation, economic development, natural resource conservation, transportation, housing, human services, sustainability and resilience, renewable energy, and emergency management.

An Affirmative Action/Equal Opportunity Employer