

The Neighborhood Design Center, a 501(c)3 nonprofit organization formed in 1982, seeks a planning intern to join our staff in Columbus, Ohio. With our office located in a walkable, diverse, and historic urban neighborhood in the heart of Columbus, near The Ohio State University and the thriving Short North Arts District, this position offers the opportunity to work in one of the most dynamic and rapidly growing regions in the nation.

Historically rooted in providing free and discounted design services to business owners and community-based organizations in distressed urban corridors, the Neighborhood Design Center provides a broad range of planning services to Columbus neighborhoods. Examples of our legacy community planning efforts can be found at [envisionhilltop.com](http://envisionhilltop.com) and [onelinden.org](http://onelinden.org). To learn more about our work visit our [website](#).

## What you'll do

The ideal candidate will possess a broad range of planning experience coupled with excellent public speaking, research, and community engagement skills. Specific skills include:

- Create conceptual ideas for large areas of Columbus
- Locate and extract data regarding specific neighborhoods
- We emphasize cross-disciplinary interaction, so work may include landscape design, architecture, graphic design, urban art planning and development, community economic planning and development, and interior design.
- Participate in nearly all steps of the design process on our wide range of projects.
  - Redesign and signage of façade
  - Landscape projects
  - Overall masterplans for Columbus neighborhoods

## Skills Needed:

- Student must be majoring in city and regional planning or a design-related field
- Strong verbal and written communication skills
- Strong organizational skills to undertake multiple projects or facets of various projects
- Interpersonal and team collaboration skills
- Proficiency in MS Office and Adobe Creative Suites
- Proficiency in ArcGIS preferred, proficiency in SketchUp is an asset

## What We Offer:

The Neighborhood Design Center is a small team environment where we highly value our team and make employee development and well-being a priority. We seek students who understand our mission and are willing to build upon it, therefore we strive to give interns the most well-rounded experience possible during their time here.

- This is a paid position (\$17-\$22/hour, commensurate with experience)
- This position does not include any health benefits or holidays, however upon eligibility, interns may opt into 401K Contributions

### How to Apply:

If you're interested in the position, send an email with the subject line "Planning Internship" to [info@columbusndc.org](mailto:info@columbusndc.org) with the following documents in one single PDF attachment:

- A one-page cover letter, in which you address why you are interested in this position and how your experience qualifies you for it
- A one-page resume
- Current portfolio or compiled relevant work samples (link to online portfolio or website will also suffice)