

## **Summer 2026 Planning & Development Department Internship Job Posting**

### **ABOUT THE CITY – PLANNING & DEVELOPMENT DEPARTMENT**

The Planning & Development Department (PDD) guides the physical development of Phoenix by preserving our historic sites, planning what can be built, and ensuring safe construction of buildings and infrastructure. A host of advisory and governing bodies of residents as well as elected officials provide oversight as the city grows and needs arise. This process is governed through the development and enforcement of city codes and ordinances.

PDD is dedicated to shaping the future of Phoenix as partners in planning, preserving and developing a safe, vibrant and well-designed city. Our mission is to preserve, shape and build Phoenix through outstanding service, engagement and innovation. Our service commitments include:

- **S** - Serve as a leader to develop a city through continuous advancement of policy, codes, processes, and technology.
- **E** - Ensure building safety, preservation, and planning are at the forefront of all we do.
- **R** - Reinforce a culture of respect and collaboration.
- **V** - Value and deliver personal, seamless, and innovative service.
- **E** - Empower a professional, proficient, and dedicated department of civil servants.

### **ABOUT THE POSITIONS**

The City of Phoenix has five internship opportunities with PDD in the following five sections:

- Building Official and Building Safety
- Director's Office
- Landscape
- Site Planning
- Zoning

This is a paid internship that will provide on the job learning for students interested in planning, landscape, and administrative functions within a governmental organization. Applicants should apply for all positions that they are interested in, as separate applications will be required for each position. Below are descriptions of each of the five opportunities available.

#### **BUILDING OFFICIAL AND BUILDING SAFETY (1 intern position)**

The Building Official section coordinates and responds to building code modifications and alternative materials and design methods within the purview of the building codes. The Building Official and technical leads provide guidance and interpretations to the plan review sections (commercial/residential). The Building Safety section oversees the plan review of all commercial and residential projects.

Primary duties of the Building Official and Building Safety intern include:

- Assist with updating and formatting Technical Review Team (TRT) documents.
- Review Code Modification (CMOD) applications and assign reviews.
- Serve as liaison for CMOD applications from beginning to end.
- Manage the Building Official inbox by becoming familiar with PDD sections and redirecting customers to the correct section.
- Assist in administrative duties for the Building Safety section such as City Council reports, project reports, and Self-Certification Program data entry.

Ideal Candidate:

- No preferred degree program.
- Familiarity with Microsoft Office.
- Reliable and can commit to a minimum of 15 hours per week for a minimum of 12 weeks.

### **DIRECTOR'S OFFICE (1 intern position)**

The Director's Office oversees all operations within PDD and plays a central role in supporting both internal staff and external stakeholders. The team works closely with City Council offices and the Mayor's Office on planning and development matters, ensures information is shared across the department, and helps guide customers to the appropriate divisions. The Director's Office is currently undergoing a process improvements initiative focused on culture and partnership.

Primary duties of the Director's Office intern include:

- Supporting process improvement initiatives under the direction of the Project Manager, which may involve assisting with functions of the training and education components, preparing PowerPoint presentations, organizing meeting materials, participating in Director's Cup activities, and helping with other improvement-related tasks.
- Gathering weekly reports from PDD divisions and compiling them into a single draft using the standard weekly report template.
- Assisting with administrative projects, such as conducting research, scanning documents into digital files, and preparing briefing materials for Mayor and Council meetings.

Ideal Candidate:

- No preferred degree program.
- Familiarity with Microsoft Office.
- Reliable and can commit to a minimum of 20-30 hours per week for a minimum of 12 weeks.

### **LANDSCAPE (1 intern position)**

The Landscape Architecture team reviews landscape plans for compliance with the City of Phoenix Zoning Ordinance and landscape standards. The team plays a key role in shaping a more sustainable, shade-rich, and water-efficient City by protecting native vegetation, promoting drought-tolerant design, and supporting heat mitigation efforts. Landscape staff guide applicants through the permitting process, conduct field and plan reviews, and collaborate with other departments to advance initiatives related to water conservation, urban tree canopy, and environmental stewardship.

Primary duties of the Landscape intern include:

- Assist with Inventory/Salvage site visits and plan reviews for small projects under staff guidance.
- Research zoning and landscape requirements for new development and retrofit projects.
- Support applicants and design professionals through the landscape permitting process.
- Provide general landscape and zoning information in response to inquiries.
- Learn about Hillside development requirements and environmentally sensitive design.
- Help develop templates, tracking tools, and process guides to improve team efficiency.
- Collaborate with departments such as Water Services, Environmental Programs, and Heat Mitigation on initiatives related to water conservation, pollinators, turf removal, and urban shade.

Ideal Candidate:

- A 4th year Landscape Architect undergraduate student or a Master of Landscape Architecture graduate student that has at least completed their 1st year.
- Familiarity with Microsoft Office.
- Reliable and can commit to a minimum of 12-16 hours per week for a minimum of 12 weeks.
- Interest in landscape architecture, planning, or sustainability.
- Familiarity with Arizona or desert-adapted plant materials (preferred but not required).
- Strong research and communication skills.
- Interest in public policy and how it connects to Landscape Architecture & Design.

- Organized, collaborative, and eager to learn.

### **SITE PLANNING (1 intern position)**

The Site Planning team is responsible for reviewing site plans for conformance with the City of Phoenix Zoning Ordinance, zoning stipulations, and applicable policy plans. The team guides customers through zoning and site development requirements and provides thorough technical review of site layout, circulation, access, landscaping, parking, setbacks, building placement, and overall functionality. Through this work, Site Planning ensures that projects meet adopted zoning standards, align with area policy goals, and contribute to safe, well-designed, and context-appropriate development across Phoenix.

Primary duties of the Site Planning intern include:

- Assist with general inquiries by monitoring and routing emails to the appropriate sections.
- Provide basic zoning and land-use information at the public information counter, email or phone, using prepared guidance or direction from senior staff.
- Help review simple permit applications for completeness (not approval), such as checking required documents or verifying submittal standards are met.
- Review and approve minor scopes of work with guidance from senior staff.
- Support plan review technicians with setting up Pre-Application and Preliminary reports in addition to helping organize materials, meetings, taking notes, or assist with logistics.

Ideal Candidate:

- Enrolled in an urban planning program or closely related field.
- Strong interest in urban planning principles.
- Organized, collaborative, and eager to learn.
- Familiarity with Microsoft Office.
- Reliable and can commit to a minimum of 20 hours per week for a minimum of 12 weeks.

### **ZONING (1 intern position)**

The Zoning Division is responsible for a variety of tasks that include:

- Prepare zoning reports.
- Research case history and ordinances.
- Assist at public hearings.
- Assist with special planning projects.
- Assist customers with processing applications, review plans for zoning compliance, and provide zoning case history and zoning regulations.

Customers include property owners, design and real estate professionals, attorneys, consultants, and other city staff.

Primary duties of the Zoning intern include:

- Work in conjunction with Zoning staff to evaluate survey results from a verification process regarding residential care institutions.
- Assist with research for Zoning section staff reports for cases on public hearing agendas.
- Assist with administrative review of some select application types (may include: Zoning Verification Letters, Zoning Adjustments, etc.)
- Attend public hearings with staff.
- Shadow public counter and/or Planner Line phone shifts.

Ideal Candidate:

- Enrolled in an urban planning program or closely related field.
- Familiarity with Microsoft Office.

- Reliable and can commit to a minimum of 15 hours per week for approximately 12 weeks.

#### **LEARNING OUTCOMES**

- Gain an understanding of how a government organization operates.
- Developing technical and soft skills.
- Apply technical knowledge to practical planning projects.
- Career exploration and enhancement.
- Build leadership skills.
- Develop strategies for a successful career.

#### **WORK AUTHORIZATION**

- This job requires U.S. work authorization

#### **COMPENSATION**

- \$20/hour

#### **LOCATION**

- Phoenix City Hall, 200 W. Washington Street Phoenix, AZ 85003

Interested candidates should email their cover letter and resume to [Claire.Stern@phoenix.gov](mailto:Claire.Stern@phoenix.gov). Please specify which internship position(s) you are interested in.