



2023 SUMMER PLANNING INTERNSHIPS (\$31.69/hr.)

JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for twelve (12) bright and enthusiastic interns to work full time with staff on a variety of planning projects this summer (June 5 thru Aug. 25, 2023). This will be a rewarding and valuable experience for those interested in the planning field and desire introductory work experience or college credit. Interns will conduct research, collect, and analyze data, and prepare draft documents for planning work related to housing, historic and cultural resources, social and racial equity, community engagement, youth leadership, transportation, environmental justice, and many more.

PROJECTS:

1. **SF Citywide Cultural Resources Survey: (1) SRO/Tenderloin & (2) Labor Movement/Shipyard Context and Theme Intern**

Project Description:

Seeking **TWO** Interns to use primary and secondary sources, including the Department's existing documentation (historic context statements, surveys, and environmental evaluations) to create brief historic context statements to support the Citywide Historic Context Statement (SF Survey). The context statements will include identifying key people, communities, events, and relevant property types, as well as documenting common architectural styles associated with selected themes (if relevant). Interns will work with staff to survey related properties and this work will inform the future evaluation of potentially significant sites. Interns will also work on drafting 1-2pg summary fact sheets of the Department's existing historic context statements. This will help support SF Survey's outreach efforts by making content more accessible to the public.

Desired Skills and Knowledge:

The ideal candidates should demonstrate excellent research, writing, and analytical skills. The Intern should have an interest and/or experience in Art History, Historic Preservation, Public History, or a similarly related field.

2. **Preservation Equity Audit Intern**

Project Description:

The Preservation Department aims to understand the benefits, burdens, and opportunities of the Mills Act and Landmark Designation programs. The Preservation Equity Audit Intern will assess these two preservation programs and write recommendations to make the Mills Act and Landmark Designation programs more accessible and less burdensome to underrepresented communities. The intern will analyze other cities' Mills Act programs for equity and summarize their findings in a report with recommendations for creating a more equitable Mills Act Program in San Francisco, as well as develop a plan to outreach to communities that qualify for the Mills Act Program but are underrepresented economically and geographically. The intern will also update a selected city landmark designation document to include communities, individuals, and events that were unacknowledged at the time of designation. These include properties and sites significant for their association with San Francisco's African American, American Indian, Asian American, Latinx, LGBTQ+

communities, women's history, and social & cultural groups or movements. As a background task, the intern will also prepare 1-2 sentence summaries for each of San Francisco's existing landmarks to support the department's online Landmark Map.

Desired Skills and Knowledge:

The ideal candidate should have an interest in Historic Preservation, Tax Incentives, and Equitable Distribution of Financial Benefits. The Intern should also demonstrate interest and/or experience in American History, Historic Preservation, Public History, or a similarly related field. Intern should demonstrate strong research, writing, and analytical skills.

3. Historic Resource Findings Audit and Gap Analysis Intern

Project Description:

The Intern will identify properties that are associated with marginalized and underrepresented communities to further the priorities set by the Historic Preservation Commission's Equity Resolution and inform the Citywide Historic Context Statement & Cultural Resources Survey. The Intern will gather, review, and analyze existing information and findings from past historic resource determinations and other resources to identify buildings and neighborhoods with potential cultural associations; develop metrics on evaluation findings related to cultural associations; and identify gaps in priority geographies and underrepresented communities. The Intern will catalog architect, building, cultural group, person, event, and findings information from the documents and analyze for consistency across existing documents. Work products may include a list of properties recommended for additional cultural association research, a Story Map, an illustrated report with review of historic resource findings over time, data entry for the SF Survey's online data management platform (Arches), and project presentation.

Desired Skills and Knowledge:

The ideal candidate should demonstrate excellent cultural sensitivity, data management, mapping (geographic information systems; GIS), research, and analytical skills. The Intern should show interest and/or experience in racial and social equity, cartography, data management, data science, historic preservation, public history, urban planning, environmental review, or similarly related fields.

4. Sunset District Community Development Intern

Project Description:

The Intern would support community development initiatives in Supervisory District No. 4 (the Sunset), help strengthen existing relationships with the Sunset community, and support the implementation of Sunset Forward, a community-led planning effort that identified and created strategies to address community needs around housing, small businesses and commercial corridors, and neighborhood services. This position would work closely with SF Planning's Community Engagement Team and the District 4 Youth and Families Network, a coalition of nonprofit organizations serving youth, families, and seniors in the Sunset to amplify the many voices and perspectives of the Sunset and increase the community's capacity to participate in civic engagement, policy and land use decisions, and other City initiatives that may impact their lives. The Intern would assist with the creation and maintenance of a community asset map and resource guide, help establish a system for monitoring the implementation of Sunset Forward policy strategies and find creative ways to continually engage the Sunset community on planning-related topics. The Intern may also support the Sunset Chinese Cultural District in establishing the Cultural Heritage, Housing, and Economic Sustainability Strategies (CHHESS) Report. The Intern would produce a roadmap for SF Planning's community development work using lessons learned from supporting the Sunset community, articulate their needs and priorities, navigate government systems and processes, and plan for their best futures.

Desired Skills and Knowledge:

The ideal candidate should have an interest in Community Development, Urban Planning, Social Sciences,

Education, Public Policy, or other related areas of study; have experience working, volunteering, or engaging with San Francisco communities, particularly with historically marginalized and underserved populations; possess strong interpersonal skills and some experience with conducting research, data analysis, and report writing; have a passion for advancing racial and social equity; bilingual in Cantonese or Mandarin and familiarity with San Francisco's west side neighborhoods preferred.

5. **Equity Library: Resources and Tools for Staff Development Intern**

Project Description:

The Intern will develop an Equity Library, so all employees have access to related tools and resources. The idea is to encourage staff to search, explore, and work with supervisors to identify where they need training. The project will support the functions of the Racial and Social Equity (RSE) Team while gaining knowledge of basic planning functions. The Intern will develop internal procedures for how RSE Team can curate content, maintain communication, and promote high level of engagement. The Intern will also produce external procedures which provide suggestions for supervisors and staff on how to use the Equity Library.

Desired Skills and Knowledge:

The ideal candidate should have knowledge of basic planning or equity concepts; communicate clearly and concisely both orally and in writing; have excellent skills in report writing, research methods, and data compilation; be familiar with principles of record keeping, modern office methods, practices, procedures, and computer equipment; and can establish and maintain effective working relationships or interactions with cohorts.

6. **Environmental Monitoring Team Intern**

Project Description:

The Environmental Monitoring Team is working to develop modern tracking tools for ensuring mitigation measure compliance. The Intern will assist the team by building out a modern tracking system for mitigation cases to have mitigation reporting tasks automatically updated when mitigation reports are submitted or approved. This will streamline administrative tasks, while also ensuring mitigation reports are tracked with the projects. The Intern will also create procedures for consultants to submit consultant reports (including archeological treatment documents, historic resource pre-construction survey reports, vibration plans, air quality and noise reports), and prepare a guidance document that provides written procedures. The Intern will then investigate ways to link our data systems with construction start dates and develop guidance for maintenance of the data as well as create mapping tools. Position may include development of external communications materials and outreach with environmental consultants.

Desired Skills and Knowledge:

The ideal candidate should have an interest in environmental monitoring and excellent grasp of data management systems and experience improving data workflows; be knowledgeable and passionate about databases; be proficiency with Airtable, or similar online database platforms. Preferred skills include experience creating forms and linking database systems and creating graphics & communication materials.

7. **San Francisco Young Planners Program Intern**

Project Description:

This position will assist the Internship Coordinator in managing the San Francisco Young Planners Program, a department sponsored summer high school internship program. The Intern will develop content via Google Slides or PowerPoint based upon established planning related topics, meet and present to 16 to 18 youth interns three or four times a week, create and review intern projects, manage attendance and payroll records, and serve as a chaperone and tour guide during weekly outings and field trips. The Intern will perform the work of a liaison to our youth engagement and employment placement partner(s) and

document the Youth Planners Program via digital media, such as photographs, videos, etc.

Desired Skills and Knowledge:

The ideal candidates should have a strong interest in youth empowerment and teaching. Knowledge and educational experience in urban studies and planning is critical. The Intern should also be a strong communicator (both orally and in writing) and be well-versed in social media platforms. Familiarity with the history and development of San Francisco and the various difference neighborhoods is also important. Experience in working with underrepresented or at-risk youth is highly desirable. The Intern must be able to start on June 5th.

8. Housing Element Implementation & Rezoning – Community Engagement & Narrative Development Intern

Project Description:

The Housing Element Update 2022 represents a significant policy shift as San Francisco’s first comprehensive housing plan centered on racial and social equity. It also coincides with strengthened regulations and enforcement at the state level to ensure that the policies of the Housing Element are ultimately implemented. A major component of implementing San Francisco’s Housing Element will be to rezone extensive areas of the City to allow new housing, particularly affordable housing. The Intern will summarize key narratives about residents’ housing needs and study how increasing housing choices can strengthen San Francisco communities. The final deliverable could include a report, pamphlet, Story Map, neighborhood profiles, or other way of summarizing key findings and/or highlighting community voices and stories in a clear and visually compelling way.

Desired Skills and Knowledge:

The ideal candidate must have a background and/or interest in housing policy development and implementation; experience in planning and conducting community engagement, particularly in vulnerable communities, experience in analyzing community feedback and presenting findings in concise and compelling ways (including written and graphic presentation skills) and be familiarity with research methods and data (such as ACS data).

9. Shared Spaces Equity Projects Implementation Intern

Project Description:

This Internship will provide hands-on experience putting equity principles into action with real-world projects in selected San Francisco neighborhoods. The Intern will assist the project manager on 1) community engagement and outreach, 2) high-level visualizations of project planning including site plans, timelines, and other assets, 3) support with deployment of site improvements or event planning at project sites as needed, 4) project monitoring, surveying, and evaluation, and 5) reporting on project’s impact and storytelling. Depending on the Intern’s specific skill sets and developmental interests, the final Internship deliverables may include community engagement plan(s), outputs from design development, and equity impact report(s) for the projects or program.

Desired Skills and Knowledge:

The ideal candidate must demonstrate understanding of equity principles and their application to urban planning, be interest in community design-build projects, stewardship, and partnership cultivation; have strong writing and visual communication skills, and be proficiency Microsoft and Adobe design suites, be familiarity in database platforms. Urban design skills are a plus.

10. Storytelling - Area Plan Capital Projects Intern

Project Description:

With the adoption of the Eastern Neighborhoods Area Plans, Market Octavia, Rincon Hill, SoMa, Transit Center District, Balboa Park and Visitacion Valley, the City established new impact fees to fund capital projects in

these neighborhoods. Since 2006, the City has collected \$267 million dollars of infrastructure-related impact fees that have funded the construction of new parks, street improvements, childcare centers, and transportation improvements. This is an opportunity to celebrate the City's success in coordinating capital improvements with new housing growth. This Internship will create a centralized database – including project description and cost – of all the infrastructure projects that have been built with area plan impact fees and create a visual tool, such as a StoryMap, to describe and map the projects. The Intern will gain an understanding of the connection between community planning and capital planning, the role of different city agencies in planning for capital projects, and the various tools the city has used to build capital projects.

Desired Skills and Knowledge:

The ideal candidate must be comfortable using with ArcGIS and Excel; be familiar with StoryMaps (helpful but not required); and interested in learning about the connection between community planning and implementation.

11. **Outreach for Transportation Policy and Planning Projects Intern**

Project Description:

The Planning Department is drafting the City's new Transportation Element of the General Plan. Fundamental to this work is outreach to diverse communities in San Francisco, prioritizing those who have historically been underrepresented in the planning process: people of color, low-income individuals, people who do not speak English as their primary language, people with disabilities, seniors, and youth. We are seeking an outreach-oriented individual to create content that builds awareness as well as encourages and increases public engagement. The successful candidate will collaborate with the Transportation Policy Team to develop and implement an outreach/communications strategy to convey the project and/or policies. Depending on project schedule, the Intern will: 1) generate digital media in support of the communications strategy, including maps, graphics, videos, ArcGIS StoryMap, and/or social media posts; 2) design and participate in public outreach events; and 3) partner with community-based organizations to implement the communications strategy, gather public input, and build community capacity.

Desired Skills and Knowledge:

The ideal candidate should be knowledgeable in transportation and land use planning and policy; have strong understanding of public outreach principles, including developing materials relevant and appropriate for the wide array of people who live and travel in San Francisco; have in-depth knowledge of social media platforms and can create visual content and/or execute outreach campaigns; and possess strong communications skills, with a focus on writing for public consumption.

APPLICATIONS:

Interested applicants can apply online. See link to the San Francisco Planning Department webpage: www.sfplanning.org/internships.

For questions about the Internship Program, please email: CPC.InternshipProgram@sfgov.org.

DEADLINE: Friday, January 27, 2023 at 11:59 PM (PST)