



2025 SUMMER PLANNING INTERNSHIPS (\$33.70/hr.)

JOB DESCRIPTION:

The San Francisco Planning Department is currently looking for fifteen (15) bright and enthusiastic interns to work full time with staff on a variety of planning projects this summer (June 16 thru Aug. 22, 2025). This 10-week program 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. **San Francisco Young Planners Program** (2 positions)

Project Description: The Planning Department is seeking two (2) summer interns to assist the Internship Coordinator in managing the summer high school Young Planners Program. This includes content development, information presentation, project creation, intern supervision, field trip chaperone, and liaison with partners, Opportunity for All and SF Unified School District.

Desired Skills and Knowledge: The ideal candidates should have strong interest in teaching and youth leadership. Experience in working with underrepresented or at-risk youth is highly desirable. Familiarity and interest in the following fields: history, city planning, urban studies, architectural as they relate to San Francisco is important. Must be able to start work by late May or early June.

2. **Mission Forward**

Project Description: The intern will assist lead staff in advancing the Mission Action Plan, a community-driven framework that guides investments in affordable housing, local businesses, and cultural preservation in San Francisco's Mission District. This position will focus on a collaborative project developed in partnership with Latino and American Indian stakeholders. Responsibilities include facilitating the engagement of these community partners through regularly scheduled working group sessions. The role centers on shaping actionable, community-supported strategies and resources to enhance economic vitality and preserve the cultural heritage and identity of the Latino and American Indian communities. Additionally, the Mission Forward intern will explore the critical question: How can equity-driven City Planning build better neighborhoods for the same neighbors?

Desired Skills and Knowledge: The ideal candidate should demonstrate a strong commitment to racial and social equity and be enthusiastic about working directly with community stakeholders on a project that empowers residents & workers to define challenges and develop solutions. Spanish-speaking skills are highly valued to engage with the Mission District's Latino community. Familiarity with the history, development, and contributions of Latino and American Indian communities, as well as other marginalized groups in San Francisco, is a plus.

3. **3rd St Cultural Corridor**

Project Description: The intern will assist lead staff in advancing the Cultural Commercial Corridors initiative, with a focus on 3rd Street in the Bayview—an essential cultural and economic hub within San Francisco's African American Arts and Cultural District. Responsibilities include verifying data on business types, land use, and community demographics, as well as engaging directly with local business owners and community members to identify challenges and opportunities. The 3rd St Cultural Corridor intern will play a key role in shaping community-supported strategies and resources aimed at boosting economic vitality while preserving Black-based cultural heritage and identity.

Desired Skills and Knowledge: The ideal candidate should have an interest in community development, environmental and economic justice, public health and/or community organizing. An interest in community-based participatory research and analysis is essential. Effective communication skills, particularly in engaging with communities, are highly desirable. A passion for advancing racial justice and equity-focused work is a key asset, along with an understanding of the African American community in the Bayview neighborhood or similar equity communities.

4. **Tenderloin Community Action Plan (TCAP) Communications and Engagement**

Project Description: The intern will assist staff in the advancing the goals of the Tenderloin Community Action Plan (TCAP) by building on momentum for long-term city support and investment. The Communications and Engagement Intern will use various communication methods and mediums to continue to uplift the ongoing impacts of TCAP, amplify the voices of residents and stakeholders through community engagement efforts, and ensure their stories through storytelling initiatives are central to advocacy efforts for sustained investment.

Desired Skills and Knowledge: The ideal candidate should have strong writing and communication skills, a collaborative mentality who prioritizes and centers community input, approaches work with compassion and understanding for diverse communities and perspectives and have familiarity with the Tenderloin or similar urban neighborhoods, including an understanding of challenged communities. Other desired technical skills include experience in designing and executing impactful outreach campaigns, including messaging strategies tailored to different audiences, experience with Canva, Adobe Creative Suite (Photoshop, Illustrator, or InDesign), or similar tools to create visually appealing materials, and be proficiency in social media platforms like Instagram, Facebook, and Twitter.

5. **Housing Element Equity Priorities Implementation**

Project Description: The intern will work with the Community Equity Division of the Planning Department and colleagues at Planning, other City agencies, and community-based organizations to identify pathways for implementation of equity communities' housing priorities. The work will build on input shared by equity communities as part of the Activating Community Priorities project and incorporated into the Housing Element's policies and implementing programs. The focus will be on building on San Francisco's extensive existing programs and policies to fill gaps and respond to equity priorities in a shifting political and economic landscape. Related work could focus on provision of community benefits in equity communities. Tasks could include analyzing and integrating existing policy and program information with information on equity community priorities, research based on written materials and engagement with different stakeholders to identify practical and impactful paths for implementation, research on potential examples from other cities, writing of a report or series of memos to summarize findings and paths forward in collaboration with Planning staff.

Desired Skills and Knowledge: The ideal candidate must have an interest in housing and community development policy and practice, addressing racial and social equity through planning, and the ability to research and review government documents, policies, and code. Ability to analyze and organize information in documents and spreadsheets and interest and ability in effective written communication of policy will be important. A familiarity with strategies to fund affordable housing, community services, and other community infrastructure, and/or knowledge of San Francisco equity communities and their needs is also desirable.

6. Design Review of Small Sites

Project Description: The objective standards for small sites are based on the current Residential Design Guidelines. For each standard, the team will define measurable parameters that can be deemed acceptable for compliance. The goal of the internship is to examine how each of the objective standards can define and shape the outcomes of small site design projects. The Design Review intern will work with the architectural design team to develop a study guide complete with graphics and illustrations for a selection of small sites and examine how various design guidelines might be modified to provide greater housing density.

The intern will also research other cities with similar design objectives and standards and creation of different housing typologies like cottage clusters, 4 and 6 plex developments to incentivize “missing middle” housing.

Desired Skills and Knowledge: The ideal candidate should have planning / urban design background with emphasis in data analysis, particularly focused on buildings physical attributes. Curious mind with sharp analytical skills. Passion for collaboration and the challenges around development and placemaking. Demonstrated deep knowledge of architectural, spatial and planning software applications.

7. Implementation of State Housing Law and Planning Process Improvements (2 Positions)

Project Description: The Housing Implementation Team is seeking two (2) summer interns to support the implementation of various state housing laws and related process improvements. Interns would 1) organize technical assistance letters published by the California Department of Housing and Community Development (HCD) and develop a detailed catalog; 2) conduct research and analysis of applicable state laws including but not limited to SB 423 (formerly SB 35), SB 9, and AB 2011 and create a "library" of reference documents; and 3) assist with process improvements and other tasks related to housing implementation such as generating a list of housing contacts in other cities and evaluating current protocols and practices and determining streamlining opportunities.

Desired Skills and Knowledge: The ideal intern should have experience with Microsoft Excel, ability to read and summarize the relevant content from each letter, and catalog content with guidance from the Housing Team. Experience with CA Housing Policy is beneficial but not required.

8. Project Equity Landmark Designations

Project Description: To support city landmarking related to Expanding Housing Choices, the intern will research and draft landmark designation reports for sites significant for their association with San Francisco communities, social and cultural groups, or movements. These may include sites identified through the Citywide Cultural Resources Survey, community outreach or cultural historic context statements, which include histories of the City’s African American, American Indian, Asian American, Pan-Latino, and LGBTQ+ communities. The designation reports will include statements of significance, periods of significance, character-defining features, and more. The Landmark Designation intern may also conduct additional research on people, places or events identified through community engagement, SF Survey, historic context statements or other studies of the city’s history. Site visits to take photographs and assess conditions of potential landmarks will also be a focus. The intern may also assist with other tasks relevant to the SF Survey and the Landmark Program as necessary.

Desired Skills and Knowledge: The ideal candidate must be able to demonstrate excellent research, writing, and analytical skills and interest and/or experience in American history, historic preservation, public history, urban planning, urban studies, geography, or a similarly related field.

9. **San Francisco Citywide Cultural Resources Survey**

Project Description: The intern will contribute to the SF Citywide Cultural Resources Survey's community engagement efforts. They may also assist with various fieldwork, research, data entry, and historic context statement efforts. They'll collaborate closely with staff, consultants, and community partners to craft engagement materials, like posters, maps, boards, fliers, presentations, social media content, etc.; support engagement events; and collect and review community stories. Additionally, to support this work and the SF Survey team, the Cultural Resources intern may also conduct building fieldwork across the city; complete primary and secondary research of cultural, thematic, and architectural history, including people, organizations, and places important to San Francisco communities; enter and review information in a specialized public database, SF Cultural Heritage (Arches); and present an intern project.

Desired Skills and Knowledge: The ideal candidate must be a self-starter, receptive to feedback and learning new skills, and enjoy working in a team environment. The candidate should exhibit strong skills in cultural sensitivity, public engagement, communication, graphic design, research, writing, and data collection. Demonstrated interest or experience in racial and social equity, ethnic studies, community engagement, marketing, library science, historic preservation, public history, urban planning, cartography, and/or related fields is highly desirable.

10. **Downtown National Register District Certification & Preservation Incentive Study**

Project Description: San Francisco recently established the Commercial to Residential Adaptive Reuse Program to make it easier to convert commercial buildings to housing Downtown. While this program addresses the main regulatory barriers to conversion, the financial feasibility of converting commercial buildings to housing remains challenging. Currently, few financial incentives exist for development and reuse of historic buildings. The intern will focus on qualifying properties for the Federal Historic Preservation Tax Incentive Program and also set up a guide towards the use of the newly established State Rehabilitation Tax Credit. The intern will work on buildings in San Francisco's Conservation Districts (Article 11 of the Planning Code) so they can be eligible for these financial incentives.

Desired Skills and Knowledge: The ideal candidate should have background in historic preservation, architectural history and possess strong research and writing skills.

11. **Zoning Administrator Data Support**

Project Description: The intern will collaborate with planning staff in the Zoning Administrator's Office to organize, analyze, and visualize various data including but not limited to variances, appeals, and letters of determination. The intern will also develop various educational materials to assist the public and/or staff with zoning matters. The goal of the ZA's internship is to modernize and facilitate data analysis, with potential to identify trends and craft recommendations, and to make zoning regulations and processes more accessible by translating complex zoning concepts into easy-to-understand language for non-expert audiences.

Desired Skills and Knowledge: The ideal candidate should have knowledge of or experience with basic land use planning and/or zoning regulations; strong attention to detail and ability to organize, analyze, and synthesize large datasets. The intern should also have strong written and verbal communication skills to assist in the creation of educational materials.

1 . Yosemite Slough Public Outreach and Communications

Project Description: The intern will conduct public outreach and science communication in Bayview Hunters Point. In the Bayview Hunters Point neighborhood, there is high vulnerability to sea level rise and flood hazards. The Yosemite Slough Public Outreach and Communications intern would use science communication skills to interpret the projected impacts of sea level rise and flooding; describe opportunities associated with a range of adaptation strategies; and emphasize the racial & social equity implications of climate change. This position will conduct research, develop content, liaise with community leaders and other City staff, present in small groups, and support public outreach activities (e.g., public workshops, focus groups, walking tours). This position will produce written, graphic, and online materials to support the Yosemite Slough Neighborhood Adaptation Plan.

Desired Skills and Knowledge: The ideal candidates should have a strong interest in community empowerment and climate issues. Knowledge and educational experience in environmental science, urban planning, or other related fields is critical. The intern should be a strong communicator (both verbal and written) and be well-versed in research and analysis. Familiarity with the history and development of San Francisco, and racial and social equity, is also important. Experience in working with ArcGIS StoryMap or Adobe Creative Suite is highly desirable.

13. Transportation Demand Management (TDM) Program Research and Innovation

Project Description: San Francisco's Transportation Demand Management (TDM) Program, adopted in 2017, aims to reduce single-occupancy vehicle trips and vehicle miles traveled linked to new developments. It is recognized as one of the most innovative TDM programs in the country. This internship offers hands-on experience in urban mobility solutions, focusing on clarifying and enhancing TDM measures for stakeholders, such as project applicants and property owners, to improve ease of compliance. The TDM intern's key tasks will include researching and collecting visuals of TDM-related elements such as streetscape improvements, bicycle parking, and multimodal wayfinding. These materials will be compiled into a final PDF document to be posted on the department's website. Additionally, the TDM intern will create compliance review templates for select TDM measures to assist project sponsors in demonstrating compliance. Other tasks will involve coordinating with the communications team for website content preparation, participating in site visits to ensure adherence to requirements, and attending departmental meetings to gain a broader understanding of TDM implementation.

Desired Skills and Knowledge: The ideal candidates should have strong interest in urban transportation planning issues, interest in creative problem-solving and learning about TDM programs and other relevant codes and requirements, possess strong verbal and written communication skills, and have basic experience conducting online research and using Microsoft Outlook, Word, and Excel as well as Adobe InDesign, Photoshop, or a similar graphic design program.

APPLICATIONS: Interested applicants [can apply online](#).

See the San Francisco Planning Department [webpage](#) for [further details](#).

For questions about the Internship Program, please email:

CPC.InternshipProgram@sfgov.org.

DEADLINE: Friday, January 31, 2025, at 5:00pm (PST)