



Westchester County



# PAID SUMMER INTERNSHIPS

The Westchester County Department of Planning offers opportunities for undergraduate and graduate students to serve their local community and gain hands on experience in the fields of Design, Environmental, Housing/Community Development, Land Use, and Transportation.

## ABOUT US

Enjoy your summer gaining hands on experience with real world planning professionals across Westchester County! Interns would complete projects at one or more of the five divisions housed within the Department. Interns are expected to submit a final report and presentation upon completion of their internship outlining their major achievements.

## QUALIFICATIONS

- Current undergraduate or graduate student or recent graduate
- Available to work 35 hours per week; M-F
- Valid Driver's License preferred
- Excellent communication skills, data interpretation, and analytical skills
- Work location is at 148 Martine Avenue, White Plains
- Travel to offsite locations may be required based on the work program

## PROGRAM DETAILS

Design division; applicants must be enrolled in a Landscape Architecture program from an accredited school and have experience with AutoCAD. Interns will prepare construction documents for Streetscapes, parks, and/or shared use paths.

Environmental division; applicants should have experience with ArcGIS applications, conducting field work in various weather conditions, understanding food systems and agriculture, managing large data sets, and an understanding of land use practices and storm water management technique is a plus. Occasional weekend work may be required. Excellent communication skills required.

Housing and Community Development division; interns will evaluate rehabilitation applications and affordable housing developments. Interns will participate with site visits and inspections of properties receiving funds under the Community Development Block Grant, Lead Safe Westchester and Landlord Tenant Assistance Programs.

Land Use division; applicants should have experience with Microsoft Excel and ArcGIS. Interns will assist with updating land use data and conduct outreach to municipalities about Census data.

Transportation division; applicants should have experience with Microsoft Excel and ArcGIS. Interns will review municipal complete streets policies and projects; and collect data and perform site surveys at bus stops.

## BENEFITS

- Up to \$18/hour
- One remote work day allowed per week based on supervisor approval
- Internship credit eligibility
- Build your resume
- Network with planning professionals
- Professional development days and trainings

## APPLY NOW

Email your resume to [wcdp@westchestercountyny.gov](mailto:wcdp@westchestercountyny.gov). In the Subject line of your email include your name and the division(s) to which you are applying.

**Example of Subject Line:**  
**Applicant Name, Design Internship**

The deadline to submit resumes is April 1, 2025.

## CONTACT

**WESTCHESTER COUNTY  
DEPARTMENT OF PLANNING:**



914-995-4402



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