



**SOUTHERN WINDSOR COUNTY
REGIONAL PLANNING COMMISSION**

Post Office Box 320, Ascutney, VT 05030
802 674-9201 www.swcrpc.org

February 28, 2017

Summer Employment Opportunity

The Southern Windsor County Regional Planning Commission is interested in hiring an individual with a natural resources or transportation planning background for summer employment. Employment can start in May or early June and continue through August or later, at approximately thirty (30) hours per week. Work hours may need to be flexible to work with town road crews.

The role will involve a variety of tasks, including extensive fieldwork and some office work assisting planners with other projects. Fieldwork includes conducting traffic counts and working with town road crews to inventory roads, bridges and culverts. A significant portion of the fieldwork will focus on road erosion inventories required by Act 46 (Vermont Clean Water Act). The intern will need to use their own vehicle to get to meetings and fieldwork sites and their mileage will be reimbursed at the GSA rate.

The following skills are required:

- Experience with Microsoft office products, particularly Excel and Word.
- A willingness to work with a variety of personalities and excellent communication skills
- Strong technical and organizational skills

The following skills are strongly preferred:

- Ability to use Geographic Information System (GIS) mapping software and GPS unit.
- Natural resources and/or transportation planning background
- Strong data entry and quality control ability

The pay rate for this internship is \$12-15 per hour, based upon experience. References will be requested.

If interested in this position, please send a resume and cover letter to:

Thomas Kennedy, AICP
Executive Director
PO Box 320
Ascutney, VT 05030
tkennedy@swcrpc.org

For more information about the region, go to www.swcrpc.org.

Applications will be accepted until the position is filled. The SWCRPC is an Equal Opportunity Employer.