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Internship Opportunities – Charleston County Government

The Charleston County Zoning & Planning Department offers internship opportunities for undergraduate or graduate students, preferably studying Urban Studies, Historic Preservation, Public Administration, or Environmental Studies. Also, knowledge of ARCGIS is preferable.

Interns will gain experience in planning and local government, while honing research and interpersonal skills. Zoning & Planning Department interns are not paid, however the internship could fulfill internship credit requirements, if applicable. Hours are flexible, and attendance at evening meetings is optional.

Job tasks for interns may include, but are not limited to:

- Assist planning staff in the implementation of the Comprehensive Plan Ten-Year Review (including researching for zoning ordinance amendments, planning community meetings to gather public input, and other tasks as assigned);
- Attend pre-application meetings with property owners, architects, designers, engineers, and/or surveyors regarding rezoning, site plan review, variance, special exception and subdivision processes;
- Become familiar with Charleston County geography by conducting site visits with staff planners;
- Attend Board of Zoning Appeals, Planning Commission, and County Council meetings, and assist in the preparation of meeting packets for these meetings;
- Research and attend other meetings including meetings of the Short Term Rental Committee, Historic Preservation Committee, or Affordable Housing Committee;
- Attend meetings at the Towns of Kiawah Island, Meggett and Rockville, including the Rockville Design Review Board (DRB);
- Research zoning and planning trends on a local, state and national level to assist in updates to the *Charleston County Zoning and Land Development Regulations Ordinance (ZLDR)* and *Charleston County Comprehensive Plan*;
- Expand knowledge of planning topics and issues by attending free continuing education sessions; and
- Gain experience in the Emergency Operation Center (EOC) and receive FEMA training in the Incident Command System (ICS).

Interning with Charleston County Government will allow students to expand their professional experience and explore career options in planning and local government. Interns are expected to be professional, punctual, and engaged in all aspects of the Zoning and Planning Department.

Please be advised that Internship positions are limited and not all Internship applications can be accepted. You may be asked to provide your availability to fulfil the Internship, to determine suitability.

Interested applicants may send a cover letter and resume to Janine Saab at JSaab@charlestoncounty.org.