

# Regional Planning Intern – Community Engagement Focus

**Metroplan – Central Arkansas' Metropolitan Planning Organization**

**Pay:** \$18/hour • **Hours:** Flexible (30-40 hours/week) • **Term:** Summer (May/June through Aug/Sept, approx. 6-8 weeks)

## About Metroplan

Metroplan is the Metropolitan Planning Organization (MPO) for Central Arkansas, responsible for regional transportation planning, long-range visioning, and supporting thriving, connected communities across the region.

## Primary Focus

Help the public better understand the region's long-range planning efforts. This internship provides hands-on experience producing digital content and supporting outreach for Central Arkansas' Metropolitan Planning Organization.

To assist/support staff with reports, engagement materials, and outreach efforts as it concerns regional growth and development. Translate regional planning efforts into engaging, accessible content for the public. This internship focuses on digital storytelling and public outreach while offering opportunities to explore other planning and technical skill areas.

## Key Responsibilities

- Create digital content for public outreach, including:
  - Short-form videos, reels, and social media posts
  - Podcast support and audio storytelling
  - Infographics, visual explainers, and graphics
  - Events and community engagement activities
  - Earned media and press support
- Assist in communicating Metroplan's transportation and planning efforts in clear, public-friendly ways.
- Assist in drafting technical reports and outreach materials as requested.

## Opportunities for Additional Skill Development

Metroplan works across a wide range of planning disciplines, and interns can tailor their experience to explore additional areas, such as:

- Website content management and digital communications strategy
- Comprehensive planning, scenario planning, and policy research
- Attend MPO committees, subcommittees, work groups, and roundtable meetings

- Complete other tasks, as assigned, including researching, summarizing, and using data collected from various sources, including the Internet, to prepare work documents.
- Gain experience managing multiple social media platforms, and interacting with other media agencies

## **Qualifications**

### ***Minimum***

- Strong interest in communications, public engagement, urban or regional planning, journalism, geography, or related fields
- Have completed at least one year of undergraduate course work
- Creative thinking and attention to detail
- Ability to work independently and manage multiple tasks
- Have word processing, spreadsheet, database, and presentation software knowledge;
- Have a valid driver's license;
- Be prepared to accomplish his/her work at the MPO's office located in Little Rock, Arkansas, including travelling to the office at his/her own expense;
- Expect to be working with computer applications for most of the workday;
- Have the ability to work both independently and as a productive and contributory member of the MPO team;

### ***Preferred***

- Experience using Social Media CMS like HootSuite, Mailchimp, Constant Contact, Etc.
- Experience with Social Media content design
- Experience with policy design, interpretation and analysis
- Strong public speaking and presentation skills
- Has completed at least one semester of graduate course work

## **Compensation & Schedule**

- \$18 per hour
- 30-40 hours per week based on availability
- Monday through Friday, 8:30 AM–4:00 PM, with additional events after hours or on weekends
- June 2026 to August 2026; approx. 6 – 8 weeks
- Flexible scheduling to accommodate classes or summer availability

## **General Expectations/Work Environment**

- This position requires sitting for a majority of the work period, with intermittent standing, bending, or carrying of light items such as papers and books.
- Metroplan is a non-smoking, drug-free work environment.

- Metroplan is a professional office where employees always adhere to a dress code and to a code of conduct, as outlined in the Metroplan's Employee Handbook.
- The physical demands and work environment described here must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Frequently sits, stands, walks, speaks.
  - Occasionally, sets up for meetings and events with items weighing 30 lbs. or less.
  - Occasionally drives.
  - Specific vision abilities include color, near, far, and peripheral, and the ability to adjust focus.
  - Works primarily indoors with occasional outdoor events and local travel required.
  - Occasionally, irregular hours of work may be necessary.

## **How to Apply**

Complete the online internship application at <https://form.jotform.com/260435757241053> The application will require a résumé and examples of digital content (if available). Applications will be reviewed on a rolling basis.