

Regional Planning Intern – Technical 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

Contribute to the region's long-range planning efforts. This internship provides hands-on experience producing planning documents for Central Arkansas' Metropolitan Planning Organization. The intern will support staff with reports, policies, maps, and visuals that guide community improvement and investment. Learn from some of the region's best in GIS, data analysis, demographics, and 3D modeling.

Key Responsibilities

- Compile data
- Create maps
- Format documents
- Draft reports
- Assist in communicating Metroplan's transportation and planning efforts in clear, public-friendly ways.

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
- Transportation modeling and regional data analysis
- 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.

Qualifications

Minimum

- Strong interest in urban or regional planning, geography, demographics, or related fields

- Completed at least one year of undergraduate course work
- Creative thinking and attention to detail
- Word processing, spreadsheet, database, and presentation software knowledge
- Ability to work both independently and as a productive and contributory member of the Metroplan team
- Have a valid driver's license
- Ability to communicate with Metroplan's member governments and their staffs, as well as the many agencies and organizations involved in Metroplan's planning process
- Ability to complete other tasks, as assigned, including researching, summarizing, and using data collected from various sources, including the Internet, to prepare work documents

Preferred

- Experience using Geographic Information Systems (GIS) software to analyze data and produce maps
- Data analysis experience
- Advanced Excel experience
- ArcGIS experience
- Completed at least one semester of graduate hours

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 weeks
- Flexible scheduling to accommodate classes or summer availability

General Expectations/Work Environment

- 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 Metroplan's Employee Handbook.
- Expect to be working with computer applications for most of the workday
- Be prepared to accomplish work at Metroplan's office in Little Rock, Arkansas, including travelling to the office at your own expense.
- 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. Applications will be reviewed on a rolling basis.