INTERNSHIP DESCRIPTION – Fall/Winter 2016

Name of Agency/Organization: Chelsea Department of Planning & Development  
City Hall, Rm 101  
500 Broadway  
Chelsea, MA 02150

Contact Person: John DePriest, AICP, Director of Planning & Development  
Phone: 617-466-4180  
Fax: 617-466-4195  
E-Mail: jdepriest@chelseama.gov  
Website Address: http://www.chelseama.gov/planning-development

Description of Agency/Organization:  
The City of Chelsea is an ethnically diverse community of approximately 35,000 residents situated on a 1.8  
square miles of land. A charter change in 1995 instituted an efficient council-manager form of government,  
which has focused on improving the quality of service the City provides its residents and businesses, while  
establishing financial policies that improved the City’s fiscal condition. Since then, there has been an increased  
emphasis on economic development and capital improvement.

The Department of Planning & Development (the Department) is the City’s planning agency and consists of  
seven full time staff working in the areas of housing, transportation, economic development, environment, land  
use planning, and planning administration. The Department serves as staff to the Affordable Housing Task  
Force Board, Conservation Commission, Economic Development Board, Historical Commission, and Planning  
Board, and serves on and staffs the Zoning Board of Appeals and the Traffic and Parking Commission.

Description of Internship Position:  
The Planning Intern will work with the Director and Assistant Director of the Department and other Department  
staff on various CDBG and planning projects related to the housing, economic development, waterfront,  
infrastructure, and public services, as needed. The Intern will interact with Department staff as well as with  
other City Departments, State agencies, local nonprofits, and the general public.

Required Skills/Experience:  
Experience with GIS is helpful.  
Knowledge of basic planning practice and standards is helpful.  
Basic familiarity with state laws relating to planning and housing is helpful.  
Basic research methods, including internet research, and strong written communication skills.  
Ability to work individually and as a team.  
Bilingual (English-Spanish) helpful, but not mandatory.

Schedule/Hours per week: Up to 19 hours/week subject to mutual agreement, through  
the end of May

Compensation: $15/hr

Application Process: E-mail or fax a response to John DePriest, AICP, Director of  
Planning & Development. Please be advised that Chelsea City  
Hall is open Monday, Wednesday, Thursday – 8:00 AM-4:00 PM,  
Tuesday - 8:00 AM-7:00 PM, and Friday - 8:00 AM – Noon.