FALL 2026

INTERN WITH
CITY OF SAN MATEO

The City of San Mateo is looking for **one planning intern** who will gain valuable **hands-on experience** in helping the Planning Division to support **current development and long-range planning projects.**

SUBMIT YOUR COVER LETTER, RESUME, & RESPONSE TO SUPPLEMENTAL QUESTIONS TO SOMER SMITH (*SSMITH@CITYOFSANMATEO.ORG*) OR ONLINE AT *CALOPPS.ORG*

POSITION
Community Development Department - Planning Intern

HOURLY WAGE
$25.08-$30.02

JOB TYPE
Part-Time (year-round)

DURATION
Flexible Schedule (may be up to 30 hours/week)
Monday - Friday

LOCATION
City of San Mateo, City Hall

MINIMUM QUALIFICATIONS
Must be in the process of earning an undergraduate or master's degree in Planning, Architecture, Geography, Public Administration, Public Policy, or related field
Must have a driver's license

INNOVATIVE
COLLABORATIVE
RESPECT
CREATIVE
INCLUSIVE
TRANSPARENT

INTERNSHIP PROGRAM

WHAT WE ARE LOOKING FOR

- Effective verbal and written communication skills
- Strong research and analytical skills
- Profficiency in Microsoft Office applications, Adobe Acrobat Pro, Illustrator, InDesign, web-based resources or ArcGIS experience is highly desirable
- Ability to plan, organize, and coordinate workload
- Ability to work independently and with teams
- Experience with interpretation of technical information and statistics

WHAT WILL YOU BE DOING

- Gather, compile, and present data for special assignments
- Create illustrative graphics, flyers, and informational handouts
- Work on a variety of projects including housing and general plan updates
- Assist with current development and long-range planning projects
- Investigate and propose responses to questions or inquiries from residents
- Provide planning customer support at the public counter/ virtual counter

SUPPLEMENTAL QUESTIONS - *Submit your response to the supplemental questions in a separate document.*

- Are you a current student enrolled in a university/college pursuing an undergraduate degree or graduate degree in urban planning, environmental studies, or related field?
- Why are you interested in this intern position and what interests you about the City of San Mateo?
- There are a range of issues within planning such as urban design, environmental protection, historic preservation, or land use policy, among others. What topics interest you the most and why?
- Describe an assignment related to planning, either at school or work that you really enjoyed. What made that assignment enjoyable?