Expected Intern Contributions:
The 2022–2023 Intern will aid the Maine Land Use Planning Commission (LUPC) in the Department of Agriculture, Conservation and Forestry with education and outreach efforts. The Intern will support the work of the LUPC to increase public understanding of the agency’s requirements and assist landowners in completing building permit applications, including the following types of activities: 1) development of an instruction manual for completing the building permit application; 2) developing an example building permit application; 4) creating an instructional video for completing the building permit application; and 5) assisting LUPC staff in updating other instructional brochures and pamphlets, as time allows. The prospective Intern must have a strong educational background and experience in communication skills and public outreach. In addition, the prospective Intern must be capable of driving a LUPC truck or van and navigating to any LUPC office throughout the state.

Experience and Knowledge Gained:
The prospective Intern will gain experience and knowledge regarding LUPC programs and work efforts, including an in-depth understanding of:

1. The LUPC mission, statute, and rules;
2. Development review processes and permitting procedures;
3. Working as part of a large, inter-agency project team;
4. Presentation of information using Microsoft Publisher, Word, PowerPoint, etc.; and
5. Video production using Camtasia, and some web design.

Minimum Requirements:
The prospective Intern will meet all of the following minimum requirements:

- Completed at least their 3rd year in college with a major in communication, policy and planning, environmental studies, or related discipline
- Experience using the Microsoft Office suite of products and video editing software
- Strong, independent work ethic and team skills
- A valid driver’s license free of violations

Duration and Compensation:
This internship is expected to begin in September 2022 and end in June 2023 and comprises approximately 400 hours at $15/hour. The work schedule is flexible, depending on Intern availability, but we require a minimum of eight hours per week. The LUPC will reimburse any field or work-related travel expenses. A state vehicle will be available for job-related travel. Please note that no relocation expenses, housing, health insurance, vacation, or state retirement benefits are associated with this position.

Application:
Please include a cover letter describing relevant experience, a resume, contact information for at least one academic reference, and your available start and end dates. Applications are due by 5 pm on Friday, September 16 (or until filled). Please submit applications to:

Stacie Beyer, Acting Executive Director
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