The City of Staton

Community Development & Economic Development Intern

Available Positions: 2
Website: https://www.stantonca.gov/

About the City of Stanton

The City of Stanton is a municipal government located in Orange County, California, committed to providing essential public services, supporting economic development, and enhancing the quality of life for residents and businesses.

Through community planning, economic development initiatives, public services, and local government programs, the City works to create a welcoming, sustainable, and economically vibrant community.

The Community Development Department plays an important role in shaping the City's future by overseeing land use planning, zoning, development review, and initiatives that support responsible growth and economic opportunity.

Internship Overview

The City of Stanton seeks motivated undergraduate students interested in municipal government, urban planning, community development, and public administration to serve as Community Development & Economic Development Interns.

Under the direct supervision of professional planning and community development staff, interns will receive training and participate in a variety of projects and programs supporting the Community Development Department.

The internship provides hands-on experience with municipal planning processes, zoning regulations, environmental requirements, land use applications, and economic development activities.

Interns will assist professional planners and the Community and Economic Development Director while learning how local governments make decisions, serve residents, and balance community needs with development priorities.

Assignments will become progressively more responsible as students gain knowledge and experience.

Primary Responsibilities

- **Planning and Zoning Assistance:** Provide supervised assistance to residents, businesses, and developers seeking information about local planning, zoning, and environmental requirements.
- **Development Application Review:** Assist professional planning staff with reviewing development and land use applications for compliance with applicable zoning regulations and municipal requirements.
- **Research and Technical Analysis:** Conduct research, gather relevant information, and assist with technical assessments related to land use, development, and community planning.
- **Written Reports and Documentation:** Prepare draft project summaries, written analyses, research findings, and supporting documentation for review by professional staff.
- **Economic Development Support:** Assist with projects and initiatives designed to strengthen the local economy, support businesses, and encourage responsible community investment.
- **Public Service and Community Engagement:** Help respond to general public inquiries and provide information about municipal planning processes and City services.
- **Interdepartmental Collaboration:** Support coordination between the Community Development Department, other City departments, and community stakeholders.
- **Special Projects:** Participate in assigned projects that advance departmental goals while providing exposure to municipal government operations and decision-making.

Learning and Professional Development

Through this internship, students will have opportunities to:

- Understand the structure, functions, and responsibilities of municipal government.
- Gain practical knowledge of urban planning, zoning, land use, and development review.
- Learn how local government regulations influence community growth and economic development.
- Develop research, technical analysis, and professional writing skills.
- Strengthen communication skills through interactions with City staff and members of the public.
- Explore how municipal policies and planning decisions affect residents, businesses, and neighborhoods.
- Gain experience with public administration, interdepartmental collaboration, and government decision-making.
- Develop professional skills relevant to careers in urban planning, public policy, municipal government, and economic development.

Ideal Candidate

This internship is well suited for LMU undergraduate students interested in sociology, urban studies, political science, economics, business, public policy, environmental studies, or related fields.

Successful candidates should demonstrate:

- An interest in municipal government, community development, and public service.
- Strong written and verbal communication skills.
- Good organizational skills and attention to detail.
- An interest in research, policy analysis, and problem-solving.
- The ability to work collaboratively with professional staff.
- A willingness to learn about municipal planning and government procedures.
- Professionalism, reliability, and the ability to manage multiple assignments.
- Comfort interacting with members of the public in a professional setting.

Previous experience in municipal government or urban planning is not required.

Supervision and Mentorship

The intern will work under the direct supervision of designated professional staff within the City of Stanton's Community Development Department.

Interns will receive training, guidance, and feedback as they participate in departmental projects and assignments.

Responsibilities will increase as students develop familiarity with municipal procedures, professional expectations, and departmental operations.

The internship is designed to provide meaningful professional experience while contributing to the City's ongoing programs and business objectives.

Special Requirements

Selected interns may be required to complete applicable City orientation, confidentiality training, and other onboarding procedures.

Any additional background screening, worksite requirements, or specialized training will be communicated before placement.

Interns will perform their duties under staff supervision and will not independently make official planning, zoning, permitting, or regulatory decisions.