



Denali Commission
510 L Street, Suite 410
Anchorage, AK 99501

POSITION DESCRIPTION

Community Planning Intern RurAL CAP/Denali Commission May 2009-August 2009

I. Introduction

Introduced by Congress in 1998, the Denali Commission is an innovative federal-state partnership designed to provide critical utilities, infrastructure, and economic support throughout Alaska. With the creation of the Denali Commission, Congress acknowledged the need for increased inter-agency cooperation and focus on Alaska's remote communities. Since its first meeting in April 1999, the Commission is credited with providing numerous cost-shared infrastructure projects across the State that exemplifies effective and efficient partnership between federal and state agencies, and the private sector.

II. RurAL Cap Program Overview

The Rural Alaska Community Action Program (RurAL CAP) is Alaska's only Community Action Agency. RurAL CAP's mission is to protect and improve the quality of life for low-income Alaskans through education, training, direct services, decent and affordable housing, and strengthening the ability of low-income people to advocate for themselves. Planning is central to the creation of communities of choice and to the development of a sustainable infrastructure framework. RurAL CAP's Housing & Planning Division provides technical assistance to villages seeking to develop community plans or business plans to support specific capital projects.

The Community Planning Intern will work with RurAL CAP staff to identify and select one or more villages on which to focus sufficient planning services to result in the completion of a community plan or business plan that conforms to Denali Commission requirements.

III. Position Summary and Supervisory Controls

The intern will demonstrate a willingness to voluntarily engage in cooperative efforts with staff from all sections of the agency; exhibit clear, professional communications skills that help the team achieve results; display innovation that employs new ideas to accomplish the work of the team, while being efficient with time and producing quality results.

The rural planning intern will provide technical assistance to one or more villages resulting in the development of a community plan or sustainable business plan for a specific capital project. Work product will be a written plan document and an implementation strategy. Specific duties will include:

- Coordinate assessment and analysis of needs, including definition, collection and compilation of relevant data, indicators, and anecdotal information.
- Analyze and interpret information in view of validity, relevance, and accuracy.
- Facilitate community problem-solving in selected villages, employing an inclusive approach to planning that promotes self-determination.
- Prepare written document and supporting materials in format consistent with Denali Commission requirements for community plans and business plans.

Supervision Received

The intern will work under the direct supervision of an AICP-certified planner at RurAL CAP with a master's degree and over 25 years experience in the field and additionally, the Director of Programs at the Denali Commission. RurAL CAP is prepared to coordinate with the student's institution of higher education and academic advisor to facilitate his/her receiving college credit for this internship experience.

This position reports to the Director of Programs at the Denali Commission.

This position is located in the RurAL Cap Anchorage, Alaska office and requires field travel to the Denali Commission office located in Anchorage, Alaska and in Rural Alaska.

Qualifications

1. A minimum of two years of college-level work in planning, rural development, or closely-related field and proficiency in the use of Microsoft Word and Excel.
2. Good written communication skills.
3. Ability to function effectively and communicate verbally in a cross-cultural setting.
4. Ability to work with a minimum of supervision.
5. Ability to compile, analyze and interpret data.
6. Skills in graphic communication, experience with GIS a plus.