

City of Chicopee
Department of Planning & Development

City Hall Annex • 274 Front Street • Chicopee, Massachusetts 01013
Tel (413) 594-1515 • Fax (413) 594-1514
www.chicopeema.gov



Patrick J. McKenna
Assistant Planner

Michelle Santerre
GIS Coordinator

Lee M. Pouliot
Director, AICP, ASLA

James J. Dawson
Development Manager

Kristen Pope
Senior Clerk

March 21, 2019

Department of Planning & Development - Internship Opportunities

The City of Chicopee's Planning Department plans to hire two (2) interns to assist the Department with a number of on-going and upcoming projects throughout the remainder of the fiscal year 2019 and throughout fiscal year 2020 (June 1, 2019 – May 31, 2020) pending approval of the Department's FY '20 budget request. Both positions will contribute to and gain experience from the following projects and activities during the 12-month internship:

- Research and develop proposals for various grant programs (federal, state & private foundations) the Department plans to pursue;
- Assist in the management of on-going grant-funded projects;
- On-going Planning Department webpage development, internet presence management, and social media platform development;
- On-going updates of the City's Brownfields Program Webpage: 'H.E.A.L Chicopee' utilizing the existing WordPress framework;
- On-going implementation of Planning Department digital document archiving system and digital archiving of Planning Department hard-copy files;
- Assist with City-wide comprehensive planning efforts;
- Assist in the planning and organization of the City's Downtown GetDown event;
- Assist the City's GIS Director with on-going GIS-based projects and data development as needed;
- Assist Planning Staff with Planning Board, Zoning Board of Appeals, Conservation Commission & Historical Commission meetings & document management, including administration and operation of the Department's new e-permitting system;

- Assist Planning Staff in the management of on-going Brownfields assessment, cleanup, and redevelopment projects; and
- Other projects as deemed appropriate by Department Staff.

Selected interns will be expected to work a maximum of 20 hours per week with compensation of \$17.50 per hour. Selected interns will report to the Planning Director and will collaborate with and be supported by all Planning Department Staff.

Individuals planning to return to an academic program of study during the Fall 2019 or Spring 2020 semesters are encouraged to apply. Planning Staff and any selected individual(s) will develop an appropriate work schedule to accommodate class schedules as needed.

To apply please send a cover letter, resume and graphic and/or writing sample by April 30, 2019 to:


Richard Merchant, Acting Director
Human Resources Department
274 Front Street, 4th Floor City Hall
Chicopee, MA 01013

or via e-mail to:

Paul Winspeare, HR Generalist
pwinspeare@chicopeema.gov

Please reference the Planning Department Internship Positions in your cover letter. For questions or any additional information please contact the Planning Department.

With Regards,

A handwritten signature in black ink, appearing to read 'Lee M. Pouliot', with a horizontal line extending to the right from the end of the signature.

Lee M. Pouliot AICP, ASLA
Director