

PLANNING AND ADMINISTRATIVE INTERN

\$20.00- \$25.50/ rate per hour, 20-30 hours per week

Position Purpose

Under the close supervision of the Deputy Director of Planning, or their designee, assist with technical or professional work at Kern Council of Governments (Kern COG), and perform related tasks as required. The planning/administrative intern position is expected to use a personal computer and various software to gather, input, and analyze data; assist in preparing reports and present ideas orally and in writing; communicate effectively; assist with meetings and outreach events, and maintain professional conduct while representing Kern COG.

Distinguishing Characteristics

Familiarity with various types of computer office software, online applications, spreadsheets, geographic information systems (GIS), computer modeling, or related skills is preferred; however, in-office training will be provided. Employment in this classification is intended for full-time students enrolled in a college curriculum leading to a bachelor's degree, or for a recent college graduate. This internship is designed to provide hands-on experience for students and practical application of course studies by means of summer or short-term employment.

Essential Functions

- Ability to accurately input data, review or proofread work, and work well in a team environment.
- Ability to assist during local outreach events in setting up tables, booths, and distributing informational materials.
- Ability to learn and use various databasing, drafting, and mapping software or technical tools.
- Ability to take notes, follow directions and all established procedures.
- Ability to have a positive attitude, be energetic, and motivated to tackle new projects and ideas.
- Ability to stay on task, be responsible, and attend work regularly.

Other Functions

- Prepare correspondence and other written communications.
- Attend meetings and local community outreach events.
- Speak before public groups as assigned.
- Perform job-related duties as required.

License

- Valid Class III California Motor Vehicle Operator's License.

Employment Standards

The ideal candidate will have completed two years of college credit courses and is currently enrolled in a curriculum leading to a bachelor's level degree in Urban & Regional Planning, Engineering, Geographic Information Systems (GIS), Environmental Science, Computer Science, Chemistry, Communications, Public or Business Administration, or a related field. The Intern position is restricted to temporary appointments while students are pursuing college studies. Full-time or permanent appointments are not guaranteed at the end of this temporary assignment. Candidate must be 18 years of age or older.

Physical Conditions or Special Working Conditions

Body Position

- Sit to operate the computer, talk on telephone, work at desk and to drive vehicle for travel;
- Sit/stand to work with public and other employees as needed;
- Twist upper body to use office equipment, relocate shelved materials, and talk on the telephone;
- Stand/stoop/crouch/kneel/squat to file or retrieve materials in low cabinets or on low shelves;
- Walk/stand to deliver materials within the office.

Object Manipulation

- Use the computer – press keys with fingers, both hands;
- Operate a telephone – reach, lift with hand, press keys with fingers;
- Use pens and pencils to record data – grasp by thumb and finger, twist with wrist/hand; and
- Use keys to unlock office and file cabinets – grasp by thumb and finger, twist with wrist/hand.

Weight carrying requirements

- Lift, transport, position, install or remove up to 50 lbs. of paper files, parcels, office supplies, furniture or equipment within the office environment; for public meetings or workshops; or public outreach events in various locations.

Environmental Demands

- Work under general office noise with telephones ringing, people talking, printers operating, copiers/other office equipment running;
- Occasional work during outdoor events/activities in a variety of weather conditions with or without shade; and
- Work indoors in a carpeted environment to perform office-related responsibilities.

How to Apply:

Please complete the application and submit a resume by email to: hr@kerncog.org before 3:00 p.m. on Friday, April 10, 2026. For more information and to obtain an application, visit the Kern COG website: <https://www.kerncog.org/category/working-with-kern-cog/employment>

About Kern Council of Governments:

Kern Council of Governments (Kern COG) is overseen by the eleven incorporated cities and the County of Kern to plan and implement transportation projects, allocating federal and state funds to support regional development. While transportation planning is our core mission, Kern COG also engages the community on regional issues such as air quality, and housing. Kern COG provides a collaborative forum for city and county officials to address shared challenges, while ensuring residents have a voice throughout the planning process.