



# DEXTER TOWNSHIP

## PLANNING & ZONING

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

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WWW.DEXTERTOWNSHIP.ORG

*"A Community For All Seasons"*

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## HIRING

Dexter Township has an opening for an intern to assist the Planning and Zoning Department at the Township Hall located at 6880 Dexter-Pinckney Road. The position is temporary part-time requiring 12-18 hours per week from January through March 2024. Exact start/finish dates will be determined at hiring. Working hours will occur Monday – Thursday between 9:00 am to 3:00 pm. Flexibility exists with working hours within that time frame. Applicants must be at least 18 years old, currently pursuing or recently completed a Bachelor's Degree in urban planning or related field, and possess a valid Driver's License.

### Primary duties include:

- Organize and digitally archive planning and zoning files
- Assist in preparing packets for monthly Planning Commission and Zoning Board of Appeals packets
- Zoning Ordinance research for resident inquiries
- Accompany Zoning Administrator on Code Enforcement and Zoning inspections
- Other duties as assigned

### Requirements:

- Strong organization and recordkeeping abilities with good written and oral communication skills
- Ability to work independently as well as in a small team and conduct oneself with tact and courtesy
- Familiarity with Microsoft Office and Outlook
- Prior municipal experience preferred
- Knowledge of BS&A software preferred

### Compensation:

Internship is part-time and temporary with compensation of \$18-\$20 an hour depending on experience, paid bimonthly. No benefits are included with this position.

For consideration, please indicate interest in an email with a cover letter and resume attached to Ashley Cepeda at [zoningofficer@dextertownship.org](mailto:zoningofficer@dextertownship.org) with "Planning Internship" in the subject line. Please include two references. Position open until filled.