



Employment Opportunity

Jackson County

Please post this employment opportunity where all employees have access.

Position: Intern

Department: Planning

Description of Duties & Responsibilities: The Planning summer intern will assist the department in day-to-day activities as well as serve as the project lead on the airport zoning map project. As a part of this project, the successful candidate will be expected to review and analyze the Airport Hazard Zoning Ordinance and re-create the zoning map. Once completed the project lead will present the final product to the appropriate County boards. The successful candidate will also have the opportunity to gain experience in long and short-range planning processes/implementation, ordinance administration, and historic preservation.

Full job description available online at <http://www.jacksonnc.org/employment-opportunities.html>

Education & Experience Requirements: High school diploma or GED, currently enrolled in a Planning, Geography, Public Administration or related college program, and valid North Carolina driver's license.

Prefer a candidate with knowledge and experience with GIS, as this internship will include GIS based projects.

Starting Salary: \$10.00/hour

Application Requirements: Submit a cover letter explaining your interest in the internship and a completed State Application (PD107) to:

Jackson County
Human Resources Department
401 Grindstaff Cove Rd.
Sylva, NC 28779

NCWorks Career Center
26 Ridgeway St, Suite 2
Sylva, NC 28779

State applications are available online at <http://www.jacksonnc.org/employment-opportunities.html> or can be obtained at the Jackson County Human Resources or the Sylva branch of the NC Division of Workforce Solutions.

For more detailed information please contact Michael Poston at 828-631-2255 or michaelposton@jacksonnc.org

Closing Date: Open until filled.

Jackson County is an Equal Opportunity Employer.

Pre-employment drug screen and criminal background checks are required.

Jackson County participates in the federal [E-Verify](#) program.

Jackson County Human Resources Department

401 Grindstaff Cove Road • Sylva, NC 28779

828-631-2212 • 828-631-2266 fax