

OFFICE OF REGIONAL DEVELOPMENT

Fall Intern – Age-Friendly Community Needs Assessment

**JOB DESCRIPTION**

Join the Office of Regional Development to support the development of a comprehensive Community Needs Assessment focused on AARP’s 8 Domains of Livability for Older Adults in Salt Lake County. In this position, you will get firsthand experience with stakeholder mapping and engagement, data synthesis, report writing, and information consolidation. This is a part-time position with the intern working 20 hours/week.

The Office of Regional Development works collaboratively with state and local governments, businesses, and community organizations to support healthy, vibrant, and accessible communities for all Salt Lake County residents. The divisions within the Office of Regional Development highlight the breadth of our programs. These divisions include:

* Economic Development
* Housing & Community Development
* Regional Planning & Transportation
* Environmental Sustainability
* Canyons Management

We are seeking applicants with an interest in creating livable communities for all people of all ages, strong quantitative/qualitative analysis skills (including survey-making), and the ability to communicate data to a general audience. Under the direction of our Municipal Services and Regional Planning Program Manager, you will lead stakeholder engagement, community surveying, and data consolidation efforts to produce a Community Needs Assessment for older adults as your final deliverable.

Work is primarily Monday through Friday with flexible hours to accommodate a school schedule. The primary work location will be the Salt Lake County Government Center. Telework is allowed up to three days per week, although this is subject to change.

Applicants must be currently enrolled in or recently graduated from a Bachelor OR Graduate program.

# ESSENTIAL FUNCTIONS

* Gather, analyze, and interpret data.
* Coordinate with potential stakeholders.
* Prepare concise reports and presentations to explain research findings.
* Prepare, distribute, and analyze community needs surveys to older adults.
* Read and interpret complex data and reports.
* Manage projects and relationships with internal and external research partners.

# MINIMUM QUALIFICATIONS

* Excellent quantitative/qualitative analysis skills.
* Excellent written and oral communication skills.
* Understanding of the principles and functions of local government.
* Ability to complete tasks under deadlines.
* Curiosity, creativity, adaptability, and attention to detail.
* Be a team player who also excels as an individual contributor.
* Must be currently enrolled in or recently graduated from a Bachelor OR Graduate program.

# PREFERRED QUALIFICATIONS

* Experience or coursework in urban planning, gerontology, housing, transportation, community development, healthcare, or related field.

**PAY:** $15.00/hour for undergraduate students or $18.00/hour for graduate students

**START DATE:** The internship begins September 1, 2025, and ends November 28, 2025.

# TO APPLY:

# Please send the following to Ryan Anderson at [randerson@saltlakecounty.gov](mailto:randerson@saltlakecounty.gov) by August 10, 2025:

**Required Documents**

* Resume
* Writing sample
* Schedule availability

**Optional Samples *(in addition to the required documents listed above)***

* Graphs, data dashboards, surveys, or other examples of your data analysis and communication skills

# PHYSICAL ADDRESS

Salt Lake County Office of Regional Development

Salt Lake County Government Building 2001 S State Street, Suite S2-800 Salt Lake City, UT 84114

# WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Intern may work remotely and from the Salt Lake County Government Center. They will be provided a computer and an email account. Intern may be asked to attend meetings off-site, at other government facilities, andin the community**.** Intern may be sitting for long periods of time at a computer.

# PAID INTERN POSITIONS

* Are not considered merit employees.
* Are not guaranteed employment following their internship