

COMMUNITY DEVELOPMENT INTERNSHIP

Description

The Troup County Community Development office, located at 100 Ridley Avenue, LaGrange, Georgia, is seeking a qualified intern to join our team for 200 hours between May and September 2025. The Community Development department is responsible for providing support for the enforcement of building codes, the administration of county zoning ordinances, and the general oversight of County Planning, while also representing Troup County on Economic Development topics and providing input to the Public Facilities Authority.

The focus of this internship is to primarily assist the Community Development Director and Zoning Coordinator with Troup County's Comprehensive Plan five-year update. The intern will work alongside and learn from seasoned professionals, gaining insight into collaborative governance and multi-agency coordination with entities such as the Three Rivers Regional Commission, Department of Community Affairs, Georgia Department of Agriculture, Georgia Department of Transportation, and Georgia Department of Natural Resources

Pay Rate

\$15.00 per hour (200 hours) funded by ACCG Civic Affairs Foundation Grant

Responsibilities

- Actively participate in public meetings;
- Gather and analyze feedback, and help staff translate this input into impactful graphics, maps, and visual aids;
- Collaborate with staff to develop a public roll-out strategy for the plan once it is adopted, promoting awareness of the County's goals and future vision.

Requirements

- Proficiency in Microsoft Office: Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) for creating documents, tracking information, and supporting outreach materials.
- Social Media Savvy: Experience using social media platforms (e.g., Instagram, Facebook, Twitter) with an interest in crafting posts to engage the community.
- Strong Communication Skills: Ability to communicate effectively in writing and verbally, with an emphasis on creating easy-to-understand materials for public awareness campaigns.
- Interest in Public Service: A passion for community engagement, animal welfare, and environmental initiatives.
- Positive, Team-Oriented Attitude: Willingness to learn, take initiative, and collaborate effectively with staff and community members.

Majors

Political Science, History, Business Administration and other relevant fields.

Applying for this Internship

Please complete a general Troup County Employment Application and enter **Community Development Internship** for the Position Title.