



**Part-Time Intern – Webinar Development & Coordination
American Planning Association, Ohio Chapter (APA Ohio)**

[APA Ohio](#) is seeking a motivated and organized part-time intern to support the development of a new educational webinar series based on the [Guide to Planning in Ohio](#). This exciting project will transform each Chapter of the guide into a series of 60–90-minute pre-recorded webinars designed to help train citizen planners, boards and commissions, and elected and appointed officials across Ohio.

Responsibilities

The intern will work closely with the Executive Director to help coordinate and launch the *Guide to Planning in Ohio Webinar Series*, including:

- Contacting Chapter authors of the *Guide to Planning in Ohio* to gauge their interest and availability in participating as webinar presenters
- Tracking outreach efforts, responses, and presenter commitments
- Coordinating webinar recording schedules and logistics with participating speakers
- Assisting with communication and scheduling between presenters and APA Ohio staff
- Researching and identifying potential replacement speakers as needed
- Supporting outreach to new speakers and helping facilitate speaker onboarding
- Assisting with webinar planning, organization, recordings, and production tasks as needed

Preferred Qualifications

- Strong written and verbal communication skills
- Excellent organization and attention to detail
- Ability to manage multiple deadlines and follow up independently
- Comfortable with email outreach and professional communication
- Interest in urban planning, public policy, local government, or nonprofit work preferred
- Experience with spreadsheets, scheduling tools, or webinar platforms is a plus

Position Details

- Part-time remote internship (~100 hours over Fall 2026 semester)
- Compensation: \$2,200 stipend paid in three installments
 - 25% at end of 4 weeks
 - 50% after all speakers confirmed
 - 25% after recordings complete
- Expected duration: Fall 2026 semester with possibility to extend to spring semester with additional projects and stipend.

Task List	Estimated Hours
Initial outreach to author + follow-up emails	1–2
Scheduling / coordination	1–2
Speaker replacement research (if needed)	1–3
Recording prep (slides, reminders, logistics)	1–2
Post-recording file organization / handoff	0.5–1
Total Per Chapter (13 total)	~5–9 hrs

Why Join APA Ohio?

This internship offers hands-on experience in professional education, stakeholder engagement, and planning-related programming while contributing to a resource that will help strengthen planning practice across communities throughout Ohio.

This is an excellent opportunity for a student interested in the planning profession to gain experience and have the opportunity to gain meaningful hands-on experience while building connections with some of Ohio's leading planners.

To apply, please submit a resume and brief statement of interest by August 17 to:
info@ohioplanning.org with the subject line: *Internship Application*.