



Position title: Planning & Policy Intern
Department: Planning and Public Policy
Reports to: VP Planning and Policy
Salary type: Summer stipend
FLSA status: Non-Exempt

The Research Triangle Foundation (RTF) of North Carolina, the owner and developer of The Research Triangle Park, seeks a Planning & Policy Intern to provide support to our entire organization. The Planning and Policy Intern will support research, data analysis, and mapping initiatives focused on regional land use, economic development, and infrastructure planning. This role offers hands-on experience working with cross-sector partners including universities, local governments, and economic development organizations. The intern will contribute to high-impact research initiatives related to regional growth, business activity, and long-range planning efforts.

Sample Responsibilities

- Support land use research and mapping initiatives related to RTP 3.0 planning efforts.
- Utilize Excel and ArcGIS to analyze spatial and economic data.
- Continue development and population of the RTP Owners & Tenants database, ensuring accuracy and completeness.
- Identify and analyze regional industry clusters, including both major employers and small-to-mid-sized businesses.
- Lead spin-off research efforts from RTF's Infrastructure Project, documenting and analyzing businesses and property owners adjacent to the RTP submarket.
- Contribute to research supporting regional data aggregation and synthesis efforts in collaboration with universities, local government, and economic development partners.
- Assist in preparing research summaries, reports, presentations, and visualizations for internal and external stakeholders.

Qualifications

Required:

- Currently pursuing or recently completed a degree in Planning, Data Science, Public Policy, Geography, Urban Studies, Economics, or a related field.
- Proficiency in Microsoft Excel (data organization, analysis, pivot tables, basic modeling).
- Working knowledge of ArcGIS (mapping, spatial analysis, data visualization).
- Strong analytical and research skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple assignments and meet deadlines.

Preferred:

- Experience with land use planning, economic development research, or regional policy analysis.
- Familiarity with industry cluster analysis or economic data tools.

- Experience working with public sector or university research partnerships.

Physical Demands

- Ability to communicate orally with customers, vendors, management and other co-workers. Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common. Hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- Good manual dexterity for the use of common office equipment, such as computer terminals, calculators, copiers and fax machines.
- Being on your feet for extended periods of time.

Work Environment

The job is performed indoors in a traditional office setting. Activities include extended periods of sitting, occasional fast-paced events and extensive work at the computer monitor. Multiple times during the summer, interns may be asked to support events that will take place outside and require standing for 2–3 hours at a time.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The Research Triangle Foundation of North Carolina does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.

This internship offers a valuable opportunity for personal and professional growth in the planning and public policy field. If you're passionate about public policy, data management and research, we'd love to hear from you!

Please submit resumes to stockwell@rtp.org