



Intern
Town of Nelson, NY
Regional Internship Program: Summer 2025
Fink Career Development Program



Organization Overview: The Town of Nelson, NY, is a rural community located in Madison County, home to approximately 2,000 residents. The Town is governed by a Town Board and has a dedicated Planning Board and a Zoning Board of Appeals, which work together to manage land use and community development effectively through adherence to the Town of Nelson Land Use and Development Law. With its commitment to sustainable growth, Nelson fosters a welcoming environment for both residents, businesses and visitors alike.

Internship Description: The Town of Nelson's Land Use and Development Law ("LU&DL") regulates the various requirements for development of vacant property and re-development of occupied property. The LU&DL was last formerly promulgated in 2011 but has been amended occasionally through the passage of local laws relating to specific topics. Since 2000, most of the local laws have been logged and highlighted as amendments to the regulations, but not in any formalized method. It is now time to formally conform the LU&DL with amendments created by these additional local laws.

The Town of Nelson is seeking an enthusiastic and detail-oriented student intern to lead the charge in organizing and conforming the LU&DL and making them more accessible and usable through the Town's website. This internship will provide an excellent opportunity to gain hands on experience in the field of municipal land use regulations, municipal governance policy and working with the Town's attorney and the Town's development officials, as well as Madison County Planning Department officials. The project will include working remotely and at the Town Hall, attending evening meetings, and working alongside professionals, elected officials and appointed board members.

Tasks may include:

- Reviewing the Town of Nelson's LU&DL and reviewing and compiling past local laws.
- Interviewing town personnel about regulations and laws.
- Conforming the LU&DL based on past laws.
- Digitizing the conformed LU&DL for ease of use and internet access.
- Making a final presentation to Town personnel about the completed work.

Qualifications:

- Enrollment in relevant undergraduate or graduate courses (*i.e.*, Environmental policy, Environmental studies, or a related field).
- Research, analytical, and critical thinking skills.
- Effective written and verbal communication abilities.
- Ability to work independently and part of a team.
- Strong organizational skills and attention to detail.
- Strong interest in governance and environmental policy.

Additional Internship Information:

- Internship period: Approximately 10 weeks from June to mid-August
- Internship location: Remote and 4085 Nelson Road, Cazenovia, New York 13035

- As a non-profit/government organization, this internship stipend is completely funded through the ESF Career Development Program (\$5,000 total stipend).

**More information regarding the application process can be found online at:
www.esf.edu/career-services/students/development-program**