



Transportation Planning Intern Job Description

General Description:

The Transportation Intern position assists the professional planners at the Northwest Regional Planning Commission. The Commission may employ more than one intern at any given time. This position is multi-faceted, requiring broad interest in transportation planning, and data collection. The majority of work will involve data collection, and will take place outside. Occasionally, additional tasks within land use planning, housing, energy, natural resources, and/or emergency planning are required. The Intern will be trained to collect transportation related data, and will refine their communication skills by learning to translate data and technical language into forms that are required for further study or consideration. Attendance at evening meetings with local boards and officials may be required.

The Intern is under general supervision of Executive Director and/or Senior Planner and/or Transportation Planner. The Intern is expected to serve as a member of the team of planning staff at the Commission, and to work closely and effectively with other staff members.

Characteristic Duties:

Under general supervision the Intern will provide assistance to planning staff with the following duties as needed:

- Traffic counts and road assessments;
- Pedestrian counts;
- Road erosion, culvert, and sidewalk inventories;
- Administrative support including meeting agendas, notices and minutes;
- GIS mapping;
- Attend meetings with planning staff and local and regional officials;
- Handle requests for information and data;
- Assist with project management for special projects;
- Additional duties as assigned.

Qualifications:

Coursework in natural resources, engineering, transportation, planning or closely related field, strong analytical and communication skills, knowledge of pc-based computer hardware and software, flexibility and self-motivation, and an ability to work effectively with other staff, board members and the general public are essential.

Compensation:

Internships are paid positions and may be full or part-time depending on the candidate. The pay rate \$17 - \$19 per hour depending on experience. As short-term temporary positions, internships are not eligible for benefits under the NRPC personnel policies.

The Regional Commission is an equal opportunity employer.