

TRANSIT PLANNING INTERNSHIP

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA)

Context:

This temporary (up to 1 academic year) part-time position is funded through a Caltrans grant. The grant's objective is to provide work experience to students pursuing a career in transportation, transit planning or urban/regional planning. The Internship Program will run from date of hire to June 30, 2017. This position is open until filled. The first filing deadline is October 21, 2016.

The role:

Interns report to the Director of Planning and Communications, and work under the supervision of the planning, grants and outreach staff on a project basis. LAVTA will provide the interns with guidance on projects and tasks, the opportunity to attend staff and committee meetings, and provide the necessary tools (e.g. computer, work station, etc.) for interns to complete assignments. Internship learning opportunities include, but are not limited to:

- Review and edit draft planning documents such as the short range and long range service plans
- Analyze performance and operational data, including: farebox reports, marketing surveys, onboard surveys, origin/destination surveys, operations management reports, financial reports, census data
- Participate in agency promotional and outreach activities including campus tabling, community events, and LAVTA programs
- Prepare comprehensive analyses and statistical reports as needed
- Assist with grant writing and development
- Collect original data, such as passenger counts, on-board surveys, and field surveys
- Assist with administration of Paratransit/Dial-a-Ride program, including receiving and processing applications, and handling customer comments/requests
- Prepare studies, reports, analyses, and recommendations in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, grants and business forecasts. Evaluate and review plans, programs and proposals and submit comments and recommendations
- Conduct analysis using Excel, Access and other programs or software packages
- Review technical documents and translate them into user friendly documents

Deliverables:

- Intern timecard (weekly)
- Monthly report of work performed
- Culminating presentation of work performed, professional experience and skills developed during internship for LAVTA staff, Board of Directors and District 4 Caltrans staff in May 2017

WAGE: \$15.00/HR - \$18.00/HR

CLASSIFICATION: Non-Exempt, Part-Time Temporary Position
As a temporary position, it is not eligible for benefits
Position limited to 20 hours or less per week

REQUIREMENTS:

Essential:

- Planning on pursuing a career in transportation, management analysis, geography or urban/regional planning
- MUST be currently enrolled at a college or university, part-time or full-time, as an undergraduate or graduate student at the time of application submission
- Must have excellent reading, writing, comprehension and editing skills
- Must be available to work 16-20 hours per week, meet in person with supervisor at least once a week during LAVTA's regular business hours (8:00AM-5:00PM) Monday – Friday
- High School Diploma

Highly desirable:

- Experience using MS Word, Excel and Geographic Information Systems (GIS)
- Transportation planning project or other work experience

HOW TO APPLY:

Submit resume and cover letter to the attention of Beverly Adamo. The first filing deadline is October 21, 2016. Note that this position is open until filled. Documents may be submitted via:

Email: resumes@lavta.org; or

Mail: LAVTA, 1362 Rutan Dr., Suite 100, Livermore, CA 94551; or

FAX: 925.443.1375