

PLANNING INTERNSHIP

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA)

The role:

Intern reports directly to the LAVTA Senior Transit Planner, and coordinates with all LAVTA Personnel and LAVTA's Operations Contractor. LAVTA provides interns with guidance on projects and tasks, the opportunity to attend staff and committee meetings, and provides the necessary tools (e.g. computer, work station, etc.) for interns to complete assignments. This Planning Internship's learning opportunities include, but are not limited to:

- Analyze performance and operational data, including: farebox reports, marketing surveys, onboard surveys, origin/destination surveys, operations management reports, financial reports, census data
- Prepare analyses and statistical reports as needed
- Collect original data, such as passenger counts, on-board surveys, and field surveys
- Review technical documents and translate them into user friendly documents
- 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
- Assisting with marketing and customer outreach activities
- Conduct analysis using Excel, Access and other programs or software packages

Deliverables:

- Intern timecard (weekly)
- Monthly report of work performed

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
Open until filled. First filing deadline August 17, 2018

REQUIREMENTS:

Essential:

- Planning on pursuing a career in transportation, management analysis, geography, urban/regional planning or a related field
- 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 a minimum of 10 hours and a maximum of 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 Tony McCaulay. The first filing deadline is August 17, 2018. 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