

**PARATRANSIT PLANNING INTERNSHIP**

**LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA)**

**Context:**

The purpose of this temporary part-time position is to provide work experience to anyone pursuing a career in transportation, transit planning or urban/regional planning. *This position is open until filled. The first filing deadline is August 2, 2019.*

**The role:**

This internship will work closely with the Livermore Amador Valley Transit Authority (LAVTA) Paratransit Planner to administer the organization’s ADA Paratransit program that services the cities of Dublin, Pleasanton and Livermore. Interns may also coordinate with all LAVTA Personnel and LAVTA’s Operations Contractor to carryout projects. 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:

- Assist with administration of LAVTA’s ADA-Paratransit/Dial-a-Ride program, including receiving and processing applications, data entry, administrative duties, and handling customer comments/requests
- Assist with administration of the Regional Transit Discount Card (RTC) program
- Process trip data, reimbursement requests and prepare financial documents for Para-Taxi trips
- Maintain eligibility and ridership data through both local and multiagency databases
- Conduct analysis using Excel, Access and other programs or software packages
- Attend or help facilitate community meetings focused on transit and accessibility
- Contact clients directly though phone calls, email, or standard mail
- Analyze and maintain operational data, including: ridership data, marketing surveys, onboard surveys, origin/destination surveys, operations management reports, financial reports, census data
- Prepare comprehensive analyses and statistical reports as needed
- Review technical documents and translate them into user friendly documents

**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 2, 2019***

**REQUIREMENTS:**

**Essential:**

- 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, Access and Adobe software
- Transportation planning project or other work experience

**HOW TO APPLY:**

*Submit resume and cover letter to the attention of Kadri Kulm. The first filing deadline is August 2, 2019 Note that this position is open until filled. Documents may be submitted via:*

*Email: [resumes@lavta.org](mailto:resumes@lavta.org); or*

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

*FAX: 925.443.1375*