

2021 Transportation Coordinator Internship

Spring Semester Internship

Timeframes: Spring 2021 (Jan-May)

Hours: 10-20 hours per week; Monday–Friday; flexible

Wages: \$10/hour

What would I do?

Riding the bus can be an overwhelming experience when potential riders are unfamiliar with bus service and how it operates. The Transportation Coordinator Intern will work with ARDC's Planning Division staff on developing a transit advocate curriculum specific to the Arrowhead Region's public transit and on-demand transit bus services. The Transportation Coordinator Intern will assist the Regional Transportation Coordinating Council (RTCC) Coordinator to develop curriculum to identify specific rider needs, develop methodology for both general and individualized travel trainer education, develop evaluation methods to track the success of the project. Working on this project allows current students to apply classroom lessons to "real world" situations.

During this internship, intern may:

- Research- Compile existing travel training resources
- Communicate- Connect with direct client service organizations, public transit agencies, private and non-profit transportation providers
- Develop evaluation methods to define and track success of the project
- Design documents and/or other educational materials – work with websites, transit service maps (print & online), webinars, etc.
- Present – Give updates and reports to boards and/or committees
- Attend RTCC meetings and planning team meetings (remotely during pandemic)
- Work with the team to support all division projects

Am I qualified?

Qualified internship candidates must:

- Be enrolled at a college or university registered for intern credits—preferably in an Education, Sociology, Social Work, Transportation, or related program. (Note: If a specific registration period is closed or not yet open, candidates must sign a letter of intent to register for internship credits at the next available registration period.)
- Be competent with Microsoft Office (Outlook, Word, Excel, and Power Point), and social media platforms such as YouTube, Facebook, etc.

Desired skills that will help interns successfully complete assigned tasks:

- Effective verbal, written, and interpersonal skills
- Detail-oriented
- Ability to work independently in a collaborative work setting.
- This position will work remotely. Sufficient internet service is required.

How do I apply?

Visit www.ardc.org/careers and follow the instructions.

Deadline to apply: Sunday, December 6th, 2020.