



THE POSITION

Government Affairs & Communications

Intern

Tahoe Regional Planning Agency and our dynamic team of professionals seeks a motivated **Government Affairs & Communications Intern**. The primary focus will be to provide support for the Government Affairs and Communications teams, helping legislative analysis, policy research, and education and outreach programs.

The ideal candidate(s) will demonstrate the ability to work independently and with a team. The position may require public and stakeholder interaction at various events as well as office-based tasks. The ideal candidate(s) must demonstrate effective communication and strong writing skills necessary to translate technical concepts into plain language.

SPECIFIC ROLES AND RESPONSIBILITIES

Primary Tasks: Projects that the Government Affairs and Communications Intern may support include:

Government Affairs

- Nevada Interim Oversight Committee Support (May-August)
- Communications and Funding Committee (May-August)
- Lake Tahoe Summit (May-August)

Communications Programs - Outreach and Public Engagement

- Bike Month (June)
- Tahoe In Depth (June)
- Watercraft Inspection Program (June)

Education, Experience, Knowledge, and Skills

Applicant must be either:

- A continuing professional
- Graduate student
- Undergraduate student* currently receiving academic credit from an educational institution.

- Community College student intending to continue for an undergraduate degree*
- High School graduate interested in pursuing an undergraduate degree or other work in the fields listed.*
- Bi-lingual highly desirable.

*NOTE: Students must be interested in pursuing work or a degree in one or more of the following fields: climate planning, city and regional planning, transportation planning or engineering, public policy and administration, housing, community development, GIS, economics, political science, environmental planning or science, natural resource planning and administration, communications and outreach, or a related field (must explain justification in cover letter).



Internship Timeline

May/June 2024 – September/October 2024

Please note: This timeframe is flexible based on availability and project interest. Some tasks may be remote, and others will require staff to be on-site. Internship positions are dependent on Budget and/or Grant Funding approval.

Working Conditions/Physical Effort

- Primarily work in an office environment with occasional outside field work which may include exposure to varying temperatures, weather and terrain.
- Travel for field and site visits may be required on occasion (driving)
- Bending, Stooping, Carrying
- Lifting up to 40 pounds
- Use of office equipment, computer, telephone, etc.

COMPENSATION AND BENEFITS

The hourly pay for interns is \$17.00-\$18.00 per hour, depending on experience.

Temporary and seasonal employees and interns who generally are scheduled to work on a short-term basis are NOT eligible for the Agency's benefit package. The Agency does provide three (3) days of accrued paid time off (PTO) for the internship. Temporary employees are not paid for holidays.

THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

APPLICATION PROCESS

Applications due by 8:00am PST on May 3rd.

Please visit our website at

<https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center.

Within the Career Center site, select the "**Apply for Job**" link. Please attach a resume of your qualifications, and a cover letter describing your interest in the position in one document when you are completing the application.

RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.

We do not accept walk-in, or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.

