



THE POSITION

Transportation Planning Intern

Tahoe Regional Planning Agency and our dynamic team of professionals seeks a motivated **Transportation Planning Intern** to provide support to the Transportation Planning team, implementing regional policies and programs relating to the Regional Transportation Plan.

The ideal candidate(s) will demonstrate the ability to work independently and with a team. The position may require public and stakeholder interaction and fieldwork as well as office-based research, data and GIS analysis. The ideal candidate(s) must also demonstrate effective communication and strong writing skills necessary to translate technical concepts into plain language. Ability to communicate in Spanish and knowledge of the Lake Tahoe area are desirable.

Specific Roles and Responsibilities

Primary Tasks: Projects that the Transportation Planning intern may support include:

- Assist with Tahoe Bike Month events in June including organizing and running bike to school events and bike to work days, mailing/delivering prizes to Bike Month Winners, and communicating with participants as needed.
- Assist with outreach and public engagement for transportation plans and projects including:
 - Regional Transportation Plan
 - Coordinated Human Services Transportation Plan
 - Commute Tahoe: Assist with other transportation research tasks including grants, and employee trip reduction programs.
- Conduct research, collect and analyze data, and review draft documents for planning work

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.*

*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. Some weekend work may be required with flexing hours during the week to not exceed 40 hours/week. 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 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.

