



## Palouse Regional Transportation Planning Organization

*Serving Asotin, Columbia, Garfield, and Whitman Counties*

1610 NE Eastgate Blvd, Ste. 401  
Pullman, WA 99163  
509-339-7100  
[www.palousertpo.org](http://www.palousertpo.org)

### **Project Intern Position (Temporary, Duration: Nov 2017 to Dec 2018)**

Palouse RTPO (PRTPO) is a Regional Transportation Planning Organization for Asotin, Columbia, Garfield and Whitman County in Eastern WA state. We're currently seeking a Project Intern (Temporary) position to participate in PRTPO projects and assignments. We serve all local governments within the four counties. The position is intended to participate in some Regional Transportation Planning activities with a Primary focus on a Palouse Driver Education Campaign outreach efforts for US 195 and SR 26 in Whitman County focusing on education and communication piece. The position is expected to meet and exceed the project deliverables with a local community and Washington State University (WSU) community. At the end of the internship, a documented report will be expected with a pertinent crash summary, analysis (if needed), detailing various coordination and public outreach activities carried out throughout the project to improve driving habits within the Whitman County targeting young, distracted and drowsy drivers.

PRTPO may work with the selected student to get internship credits for the position. Appropriate training and guidance will be provided throughout the project duration.

**Pay Rate:** \$13-15 per hour DOQ (20-30 hrs/week) with No Benefits, Travel allowance would be provided per PRTPO employee manual.

**Immediate Supervisor:** PRTPO Director

**Position Reports to** PRTPO Director, PRTPO Policy Board, and PRTPO Technical Advisory Committee (TAC) members

#### **Job Description:**

- Conduct various in person, phone and email outreaches within the PRTPO Community- citizens, residents, Local and state government officials, and WSU community
- Help organize a public event/ Information booth at various local and regional community events to gain input and distribute PRTPO educational messages and materials
- Assist in Creating a GIS/other drafting software related displays and online interactive web maps
- Assist in administrative work as needed for the PRTPO projects and assignments
- Travel to meet local agencies and stakeholders to spread project awareness and ensure their active participation throughout the project duration
- Send out periodic project update to community including keeping up with various online social media platforms such as Facebook, twitter, and Instagram
- Create and track a crash database for the Whitman County
- Assist in Traffic counter installations, operations, data and some basic engineering analysis may be required

- Any other PRTPO related duties as project progresses
- Create a final internship report (due in Dec 2018)

**Job Qualification**

- Current student or a recent graduate from WSU will be preferred
- Associates/ bachelor (Or in progress) degree focus in communications, business management, engineering or a related field
- Some Civil Engineering and/or community planning background will be preferred
- Experience in social media and public events handling of 6 months to 2 years is desired but not necessary
- Experience in organizing and hosting successful public/private events and its coordination
- Excellent communication skills
- Excellent hands-on experience with MS Office (Excel, word, and publication), MS Project and any graphics software as needed
- Some knowledge of website building to keep up the website to date will be preferred
- Some knowledge of social networking sites will be preferred

**Application closing date:** Until Filled

**How to Apply:** A cover letter explaining your qualification, and your resume can be emailed to [contact@palouertpo.org](mailto:contact@palouertpo.org).

Palouse RTPO is an Equal opportunity employer. Our Main office is located in Pullman, WA and the position will commence from our Main office. Please feel free to reach out to us if you have any question regarding the position.

Additional details about our organization and the position can be found at [www.palouertpo.org](http://www.palouertpo.org).