

Project Intern Position (Temporary, Duration: Oct 2016 to Sep 2017)

Palouse RTPO (PRTPO) - A Regional Transportation Planning Organization for Asotin, Columbia, Garfield and Whitman County in Eastern WA state, is 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 Target Zero non engineering implementation project on US 195 and SR 26 in Whitman County focusing on education and communication piece including meeting and exceeding the project deliverables with local community, WSU and U Idaho community. At the end of the internship, a documented report with pertinent crash summary, analysis (if needed), various coordination and public awareness plans will be prepared to improve driving habits within the Whitman County targeting young, distracted and drowsy drivers within the region.

For a right candidate, PRTPO may work with a student to get an internship credits for the position. Appropriate training and guidance will be provided throughout the project duration.

Pay Rate: \$12-14 per hour DOQ (20-30 hrs/week) with No Benefits, Travel allowance would be provided per employee manual.

Immediate Supervisor: PRTPO Director

Position Reports to: PRTPO Policy Board, PRTPO TAC Board

Job Description:

- Conduct various in person, phone and email outreaches within the PRTPO Community- citizens, residents, Local and state government officials, WSU and U Idaho community
- Help organize a public event to gain input and distribute PRTPO educational messages
- 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
- Create a crash database for the Whitman County in the PRTPO Region
- Assist in Traffic counter installations, operations, data and some engineering analysis may be conducted
- Any other PRTPO related duties as project progresses
- Create a final internship report

Job Qualification

- Associates/ bachelor (Or In progress) degree in management or engineering
- Some Civil Engineering and/or community planning background will be preferred
- Professional Experience of 2 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 graphic 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: Open until Filled

How to Apply: A Cover letter explaining your qualification, explain why you are a good fit for the job and your resume can be emailed to shaun@palouertpo.org or contact@palouertpo.org

Palouse RTPO is an Equal opportunity employer. Our main office is located in Clarkston, WA and the position will commence in third week of the Oct from our Main office. Please feel free to reach out to us should you have any question regarding the position.

Additional details about our organization and the position can be found at www.palouertpo.org.