



JOB DESCRIPTION

POSITION OPENING: INTERN
JOB CLASSIFICATION: HOURLY, NON-EXEMPT
REPORTS TO: SENIOR TRANSPORTATION PLANNER
OPENING DATE: MAY 14, 2018
CLOSING DATE: MAY 31, 2018

Interested candidates must send a cover letter, résumé and completed Skagit Council of Governments (SCOG) employment application to kmurphy@scog.net by May 31, 2018 to be considered for the position. Interviews for the Intern position are anticipated in June.

SUMMARY

Under direction of the Senior Transportation Planner, the Intern compiles and analyzes transportation and socio-economic data for use in preparing technical studies and reports; assists in updating regional transportation plans; participates in the preparation of planning studies and technical reports; responds to requests from local member jurisdictions and other SCOG staff for information, data and technical assistance, including geographic information systems (GIS) analyses and mapping; and other duties as assigned.

Hours are variable, but will not exceed 40 hours per week during any week of employment.

DUTIES AND RESPONSIBILITIES

The primary projects the Intern will assist with are:

1. A planned update to SCOG's website;
2. Publish GIS data to SCOG's website; and
3. Public outreach and planning process coordination for the coordinated public transit-human services transportation plan.

Other duties and responsibilities may include:

- Provide technical assistance by collecting, analyzing, interpreting and summarizing information;
- Assist with the development of reports, studies, plans and programs;
- Apply planning principles to complex, professional transportation planning work;
- Develop content for SCOG's website, posting content to the website and assuring quality control of all posted material;
- Take meeting notes and prepare minutes following board and committee meetings;
- Assist with meeting coordination and logistics including scheduling locations, as well as contacting others regarding preferred meeting dates;

- Manage audio recording of meetings, organize and store audio materials, and post audio to SCOG's website;
- Prepare and distribute meeting agendas and packets prior to meetings, with assistance from other staff;
- Interact effectively with the public on a regular basis and assist with public engagement – including public meetings, public notices, open houses, community forums and similar events;
- Interact effectively with elected officials and staff from local, regional, state and federal jurisdictions;
- Prepare maps and other graphical representations of data with varying complexity;
- Assist with management of paper and electronic project files; and
- Other duties as assigned.

EDUCATION

Candidates must be currently enrolled in a bachelor's or master's degree program in urban, regional or transportation planning, engineering, geography, economics or other closely related discipline. Enrollment in a GIS certificate program is desirable.

KNOWLEDGE AND SKILLS

Candidates must be able to communicate effectively in English both verbally and in writing. The candidate must also be proficient in frequently used Microsoft Office applications – Word, Excel, PowerPoint, Access and Outlook. Experience with Adobe applications – Acrobat, Illustrator, Photoshop, and InDesign – as well as ESRI GIS software, is preferred. Experience with Wordpress website software is desirable.

OTHER

A valid driver's license is required throughout employment.

Skagit Council of Governments
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SCOG is an equal opportunity employer