



The San Diego Association of Governments invites applications for the position of:

vanpool program/marketing intern

If you are a student or recent graduate, a paid internship at SANDAG may be a great way to launch your career! The agency is always working on interesting and challenging projects and our managers are dedicated to sharing these experiences and mentoring the next generation of professionals in the industry.

The experience is substantive. If selected for an internship, you would be fully integrated into your team and given project responsibilities that are both learning opportunities and a chance for you to contribute to the overall success of the agency. You will enhance your technical knowledge in your chosen field and refine your abilities to collaborate, contribute to high-performing teams, and communicate – skills that are the essence of a successful professional!

Apply immediately; this position is open until filled
Expected start date: March 2009



Overview of our RideLink Program

Ridelink coordinates programs that are increasing the number of people who carpool, vanpool, ride the bus, Trolley or COASTER, bike, or walk to work and is making a difference in easing traffic congestion and reducing air pollution, while improving the commute for thousands of San Diego region residents. The intern in this group will assist with administration of the vanpool program and support marketing and public outreach efforts.



Intern Responsibilities

With the guidance and mentoring of senior staff, this position will provide a "hands-on" learning experience in both program administration and marketing. Examples of intern responsibilities include:

- Support the administration of the vanpool program; maintain accurate program records; prepare monthly reports; and respond to vendor and customer enquiries.
- Contribute to the development and implementation of marketing and outreach efforts for RideLink programs and services; participate in meetings and liaise with project partners; and assist with coordinating activities.
- Assist with organizing special events including Rideshare Week, Bike-to-Work Day, Employer Diamond Awards, and other initiatives.
- Collect and compile information required for meeting agendas, committee reports, and presentations; assist with drafting these types of documents.
- Assist with providing staff support to committee meetings; record and summarize minutes and actions for distribution; assist with specific follow-up requests that arise from meetings.
- Contribute to the preparation of various types of reports, summaries, correspondence, and presentations.
- Respond to requests for information from the public or other interested parties.

Qualifications

SANDAG staff are known for their commitment to excellence and passion for the work they do. We look for the same qualities in interns. To be most successful in this position, our ideal candidate would have the following education, experience, and attributes:

- Graduate or final year undergraduate level coursework in business/public administration, communication, marketing, urban or transportation planning, or a related field
- Knowledge of current issues and trends related to regional transportation planning and congestion management.
- Ability to independently complete complex assignments that involve researching, quantitative analysis, and synthesizing information into written summaries, reports, or recommendations.
- Proficient computer skills with MS Word, MS Excel, MS PowerPoint, and Internet research.
- Ability to communicate with various audiences using exceptional interpersonal, written, and oral communication skills.
- Excellent organizational skills, attention to detail, and ability to multitask and work on several projects simultaneously.
- Demonstrated flexibility and willingness to perform a variety of tasks typical of an entry-level planning position.

Program, Pay, and Perks

This internship is offered as a one-year position, working approximately 20 to 25 hours per week. The work is performed during SANDAG's normal business hours; a specific schedule would be worked out between the intern and manager.

Interns are paid a starting rate of \$13.50 per hour and are provided with several perks such as pro-rated holiday pay, a regional transit pass, TDM incentives, an Employee Wellness Program, an Employee Assistance Program (EAP), and access to discount programs for software/hardware purchases and recreational activities.

How to Apply

We encourage all interested candidates to apply for this internship by sending us a completed Employment Application form along with a recent 2-to-3 page writing sample. A cover letter describing how this internship would contribute to your career goals in the transportation/regional planning field is highly desirable.

The application form can be downloaded from the Careers section of the SANDAG Web site. Once completed, your application and writing sample can be e-mailed to hr@sandag.org or sent to SANDAG, Attn: Human Resources, 401 B Street, Suite 800, San Diego, CA 92101.

Apply immediately. We are accepting applications on an ongoing basis until the position is filled. The internship is expected to start in March 2009.

Any questions regarding this internship or application procedures can be referred to Melissa Coffelt, Manager of Human Resources, at mcof@sandag.org or (619) 699-1955.

About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a Quality of Life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. In recent years SANDAG's leadership in areas such as comprehensive land use and environmental planning, public safety, and state-of-the-art modeling and data systems, also have earned us much acclaim. With an employee group about 200 strong, we work for our Board of Directors - mayors, councilmembers, supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.