KOOTENAI COUNTY

TRANSIT SYSTEM

Public Transportation Internship Program

TITLE: Transit Program Intern
DEPARTMENT: Grants Management Office
REPORTS TO: Transit Program Specialist
LOCATION: 400 Northwest Boulevard, Coeur d'Alene, Idaho
DURATION: February 1-May 31 2016, approximately 15 hrs (two days) per week

Summary

Kootenai County is seeking a planning intern to assist the Transit Program Specialist and Grants Management Office Director in planning, public outreach, and data analysis projects related to Citylink, the public transit system in Kootenai County. The County is currently undertaking a variety of projects to improve the Citylink service, and this internship would allow one student to contribute to those efforts.

Essential Functions

- Provide support for current projects
- Perform various methods of data collection and analysis
- Interface with elected officials, planners, consultants, and the general public
- Understand and embrace the goals of the transit system

Typical Duties

- Attend meetings with planners and public officials from local jurisdictions
- Gather data in the field through direct observation on buses and at bus stops
- Perform data entry for fleet management, the National Transit Database, etc.
- Prepare detailed and well designed reports for supervisors and stakeholders
- Plan and participate in the facilitation of public outreach and public meetings
- Assist in the planning, design, and federal compliance of bus routes and stops
- Contribute to the social media efforts of the transit system

Qualifications and Education

This position is open to undergraduate and graduate students in: Urban or Regional Planning, Urban Design, Political Science, Public Policy, Sociology, Civil Engineering, Architecture, or a related field.

The ideal candidate will be comfortable interacting with the public and public agency employees, both one-on-one and in a group setting. The ideal candidate will be ready to form his/her own opinions, defend those opinions, and make decisions. The ideal candidate will have strong writing skills. Knowledge of public transit systems, public policy, and/or the human condition is a plus.

This is an unpaid internship, although a stipend to cover travel/commute costs is available.

Interested candidates should send a resume and writing/work sample (optional) to Corey Clarke at cclarke@kcgov.us by January 13th, 2016.