



*Announces exciting opportunities in the transportation industry working as:*

## **STA INTERNS**

*Current internships are available in the Planning and Programs Department*

**(PART-TIME) Not to exceed 18 Hours per week**

**SALARY RANGE - \$18.00 - \$25.00 per hour**

**Final Filing Date: Continuous until Filled**

***\*IMPORTANT NOTE: APPLICATIONS WILL BE SCREENED AS THEY ARE SUBMITTED AND WHEN A SUFFICIENT NUMBER OF QUALIFIED APPLICATIONS HAVE BEEN RECEIVED, THIS ANNOUNCEMENT MAY BE CLOSED AT ANY TIME AT THE DISCRETION OF THE AUTHORITY***

### **EMPLOYMENT TIME PERIOD – Six Months to One Year**

**(Internship may be extended depending on funding availability)**

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**STA Interns** will provide technical and administrative support to STA's Departments as follows:

- **Programs Intern** will be a key stakeholder as part of the internal team providing research, data analysis and general support to STA staff. The intern will also assist in community outreach, marketing and public relations support through various media channels to help promote and create awareness of the various STA programs
- **Planning Intern** will support the Planning Department in implementing a wide variety of short- and long-range transportation and land use plans; and support Safe Routes to School Department implement its wide range of programs, activities, and events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Programs Department Intern:**

- Assist Solano Mobility Department staff in promotion of programs that provide alternative modes of travel.
- Research transportation and technology trends and studies on a national, state, county, and local level.
- Assist with implementing programs in specified transportation plans.
- Help with set-up for meetings and event promotions including staffing, displays and materials.
- Assist with marketing, outreach and surveys.
- Apply strong customer service skills in a professional manner while completing customer service follow-up calls and direct calls as appropriate.
- Prepare reports, manage and update files in Word, Excel, Access, and possibly other applications.
- Perform related duties as assigned by Department staff.

**Planning Department Intern:**

- Assist in updating the STA Comprehensive Transportation Plan – Attend and participate in committee meetings to take notes and provide technical assistance (e.g. presentations, planning research, etc.) as needed.
- Assist/lead the development of new brochures for Volume II of the Top 10 Bike Rides and Top 10 Walk & Hikes with the STA Bicycle Advisory Committee and Pedestrian Advisory Committee.
- Develop inventory of wayfinding signage at the Top 10 bike ride routes in preparation for the Wayfinding Sign Program Cycle 3 Development of a Solano County Bike and Pedestrian Map.
- Assist with updating STA events and promotion of the OuterSpatial/Xplore Solano active transportation phone app with activities such as Walk to School Day and Bike to School Day.
- Assist in tracking Safe Routes to School micro grant capital projects budgets and expenses and report on the status as needed.
- Assist Planning staff in creating various presentations using PowerPoint.

**QUALIFICATION REQUIREMENTS:**

**Students must be currently enrolled in an accredited two- or four-year college or university or recently graduated at the time of entry into the intern position.** Students must be enrolled throughout the duration of the internship in order to remain eligible for the internship. College degree must be provided if recently graduated.

**RESPONSIBILITIES:**

The work of interns is intended to supplement - not supplant - the work that would be done by a regular STA employee. The incumbent must be a motivated self-starter with excellent customer service and organizational skills. Must be able to input data, track activities, prepare reports, manage files in Microsoft Office. Data analytics and research skills are strongly desirable. Given the priorities facing the Solano Transportation Authority, the incumbent must be a flexible team player with a positive attitude, and the ability to communicate effectively and develop cooperative relationships with commuters and other clients.

**EDUCATION and/or EXPERIENCE:**

Students must be currently enrolled in an accredited two or four year college or university or recently graduated at the time of entry into the intern position. College degree must be provided if recently graduated. Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. Sophomore, Junior and Senior college students preferred; freshman students will be considered on a case-by-case basis. Customer service, outreach or prior internship experience a plus.

**KNOWLEDGE, SKILLS, and ABILITY:**

In addition to the education and experience described above, the position requires:

- Ability to work diplomatically with a wide range of individuals.
- A strong communicator (both oral and written).
- Self-motivated and problem-solver.
- Apply strong customer service skills in a professional manner to day-to-day interactions.
- Input and process database, track activities and prepare regular activity reports.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Ability to learn specialized software.

**PHYSICAL DEMANDS:**

While performing this job, the intern is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity sufficient to operate computer keyboard for extended periods of time. This internship also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an intern to successfully

perform the essential functions of this position. Possibility of travel to and from functions at scheduled external meetings and events as well as work variable hours on occasion (evenings and weekends). Able to lift 20 pounds.

**HOW TO APPLY:**

**Complete application packets should include the application, a cover letter, and resume. Incomplete applications will not be considered.**

To apply for this opportunity, please visit the STA website at: <https://sta.ca.gov/apply/>

Or click the QR code:



You may also mail or submit in person the completed application materials to: **Attn: Human Resources, Solano Transportation Authority, 423 Main Street, Suisun City, CA 94585.**

For questions, please email [humanresources@sta.ca.gov](mailto:humanresources@sta.ca.gov) or call (707) 424-6075. This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process for optimal consideration.