



Announces exciting opportunities in the transportation industry working as:

STA INTERNS

The current internships are available in the Programs Department of STA.

(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)

STA Interns will provide technical and administrative support to STA's Programs Department. The intern will spend 6 months to 1 year supporting STA as they partner other community-based organizations as they work to systemically embed transportation equity programs and projects within the city. The 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 assigned by Programs Department staff.

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 in at least nine college quarter units or six semester units 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 strongly desirable. Given the priorities facing the Solano Mobility Program, 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/>

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 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.