



Intern Position

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill **one (1) Intern position** working in our Local Planning and Programs Division for the summer.

Under the direction of the Local Planning Manager, the Planning Intern supports the work of the Local Planning group, which conducts or manages multifaceted land use and transportation plans including transit-oriented development plans and transit corridor studies, in support of the RTA's Strategic Plan, *Invest in Transit*, and the Community Planning and Access to Transit programs.

Responsibilities include but are not limited to:

1. Assists with data collection and database updates for active and completed Community Planning projects
2. Assists with the administration of the Access to Transit program, including conducting outreach to communities and conducting site visits to document before and after conditions.
3. Preparation of charts, maps and other visuals for inclusion in planning documents and other department resources utilizing Adobe InDesign, Illustrator, Excel, Powerpoint and GIS.
4. Conducts GIS-based analysis and mapping activities, including the creation of Story Map Journals.
5. Researches best planning practices and emerging topics related to transportation, land-use, parking, zoning and special funding districts in order to update TOD funding resources guide and create best practices reports.
6. Assists with soliciting new projects for the RTA's technical assistance and grant funded programs.
7. Conduct site visits to take photos of project sites
8. Assists in organizing the annual RTA Planning Workshop
9. Performs other related duties as required or assigned that contribute to the effectiveness of the RTA.

The ideal candidate will be a talented graduate student with coursework in Urban Planning, Geography, Public Administration or a related field. The position requires travel throughout the RTA's six-county region. A driver's license is required, but access to a vehicle is not.

Other qualifications desired are:

- Proficiency in: ESRI ArcGIS; Adobe Illustrator; Adobe InDesign; Microsoft Office.
- Strong communication and inter-personal skills.
- Ability to collaborate and work well in a diverse team environment and across functions within the agency.
- Ability to make sound, independent decisions within established policy and procedural guidelines.
- Ability to work in the field doing visual surveying and site documentation.
- Strong writing, research, interpersonal and communication skills, and is detailed oriented.

The intern is expected to work a minimum of 20 hours per week. Salary will be \$15.00 per hour.

Please send cover letter and resume to:

Regional Transportation Authority
Human Resources, Attn: LPP19
175 W. Jackson, Suite 1650
Chicago, IL 60604

or

To apply online go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=229>

No phone calls please.

For more information about the RTA, visit our website at www.rtachicago.com.

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