



TRANSPORTATION INTERN CY 2022

Richland County Regional Planning Commission (RCRPC) is searching for a motivated intern to assist with Richland County Transit (RCT) planning projects. A successful candidate would be community minded, detail oriented and adaptive.

RCRPC provides innovative information and regional planning services in land-use, community development and transportation planning to facilitate the implementation of regional and local goals. RCRPC handles planning and administrative functions for RCT, which offers public transit services in Mansfield, Ontario, Shelby and Madison Twp. Our office is located in Mansfield, Ohio, and we provide a friendly work environment with flexible scheduling.

Position Details:

This position is ideal for a college student with a strong interest in furthering community engagement, communications and project planning. We anticipate skill development will occur working on the types of duties and responsibilities described below.

The intern will assist with the development of a 10-year strategic plan for RCT, duties include but are not limited to:

- Promote RCT planning efforts and public engagement through websites, social media, press releases, digital newsletters and public events
- Schedule, support and participate in stakeholder meetings and public events to achieve RCT goals
- Photograph and document planning meetings and events to highlight accomplishments
- Prepare reports, flyers and/or info graphics to promote public understanding and involvement
- Foster collaborative working relationships with community and regional partners, and develop/maintain contact lists
- Gather data, research trends and help analyze transit recommendations
- Help create and administer stakeholder and public surveys in partnership with RCRPC staff and planning consultants

Assist with routine administrative tasks and other duties as assigned for the Richland County Transit Board and the Regional Planning Commission.

Knowledge, Skills, and Abilities:

- Speaks clearly and persuasively; listens and responds well; writes clearly and concisely
- Collaborates well with diverse audiences and exhibits sound judgment
- Demonstrates accuracy and thoroughness; improves process, products, and services; displays optimism

Qualifications:

- Enrolled in a program at an accredited university or college
- Proficient in use of Microsoft Office Suite
- Experience with web development, info-graphics and/or public outreach is a plus
- Courses in urban planning, transportation planning, communications, marketing, psychology, sociology, engineering and/or geography are desirable

This is an unclassified, part-time seasonal position for 15-20 hours per week, for 16 weeks over the 2022 fall semester, with the possibility of additional weeks in 2023. RCRPC offers \$13.00-\$15.00 per hour depending on qualifications, and a flexible work schedule during weekdays, with occasional evening meetings/events. RCRPC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ancestry, age, national origin, disability, ancestry or military status.

Motivated candidates send resume with cover letter to jtaddie@rcrpc.org. Applications/resumes will be reviewed as received and accepted until the position is filled.