

REGIONAL TRANSPORTATION INTERNSHIP

Part-Time Intern Position

ABOUT THE POSITION

Do you want to help solve traffic problems and make our streets safer for everyone? Fredericksburg Area Metropolitan Planning Organization (FAMPO) is seeking a thoughtful and energetic individual for an internship opportunity designed to benefit the Fredericksburg Area. The internship will be focused on transportation and government processes and include basic research and organizational support for transportation planning activities. Duties may vary based on the intern's academic background but will focus on governmental research, local planning, public communication, and transportation activities. The internship is expected to conduct duties from January 2024 through May 2024 for up to 25 hours per week with an expected compensation of 15.51/ hour (for a Bachelor's student) or higher for a Masters student in a part-time capacity.

Typical duties with supervision and assistance may include:

- Collect, analyze, and interpret data for regional planning and transport activities
- Assist in research, analysis, and mapping spatial data related to land use activities
- Provide support to various transportation and regional planning activities, functions and initiatives
- Assist with the public outreach, including but not limited to the public, staff, local, regional, and state organizations, regional stakeholders, and elected officials
- Assist with and attend monthly committee meetings and workshops
- Assist with assembling monthly committee meeting agendas, material packets, and minutes and
- Assist in the preparation of grant, or other funding, applications to VDOT, DRPT, or other entities in pursuit of advancing transportation projects and programs

Minimum Required Qualifications

- A high school education and in good standing towards a bachelor's degree from an accredited university with a major or focus on Urban Studies, Historic Preservation, Environmental Science, American Studies, Geospatial Analysis, Geography, Political Science, Public Policy, English, Sociology, Economics, Communications, Business Administration, or similar or related field
- High level of Proficiency in Microsoft Office Suite and computer-based professional software
- Strong writing, analytical, and communication skills
- The ability to work both independently and as a positive, inclusive member of a team
- Must be adaptable to change and able to present information in a professional manner to the public as well as elected officials

An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered

Additional Preferred Qualifications

- Experience working in a professional environment for a public (state or local) or non-profit organization
- Basic academic work and knowledge of public policy, historic preservation, environmental policy, transportation, and governmental procedures
- Interest in innovative transportation concepts
- Experience with GIS (ESRI products, QGIS) or database/technology, Adobe Creative Cloud, Microsoft Office, and social media

Additional Requirements

This position will require some attendance at evening meetings. A limited telework policy is in place.

TO APPLY

Please **email a cover letter, résumé, representative sample of your work** and a minimum of 2 references to careers@gwregion.org. Position is open until filled.

George Washington Regional Commission/Fredericksburg Area Metropolitan Planning Organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.

ABOUT GEORGE WASHINGTON REGIONAL COMMISSION & FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION

FAMPO is a federally-mandated agency that is responsible for ensuring that federal dollars spent on existing and future transportation projects and programs are based on a continuing, cooperative, and comprehensive transportation planning process. Committed to meaningful public engagement throughout the process, FAMPO is responsible for establishing priorities to meet short-term (next six years) and long-term (20+ years) multimodal transportation needs in the FAMPO Region, which includes the City of Fredericksburg, Spotsylvania County, and Stafford County.

The George Washington Regional Commission (GWRC) is the designated planning district commission for Virginia Planning District 16, which includes over 370,000 people in five jurisdictions. Planning District 16 is the fourth-largest and fastest-growing of the Commonwealth's 21 planning districts. GWRC is responsible for encouraging and facilitating local government cooperation in addressing, on a regional basis, problems of greater than local significance. GWRC's current areas of focus include economic development, environmental services, human services (including homeless services support), transportation demand management, and rural and urban transportation planning. GWRC is the staffing and fiscal agent for the Fredericksburg Area Metropolitan Planning Organization (FAMPO).