

Regional Transit Programs INTERNSHIP

Internship Period: January 13, 2025 – June 27, 2025 (Flexible)

The Miami Valley Regional Planning Commission (MVRPC) in Dayton, Ohio has a part or full-time (20-40 hours per week) Regional Transit Programs internship position open during the 2025 Academic Year.

Internship Description: The intern will assist the Regional Environment and Economic Development department and specifically the Regional Transit Programs Manager, with various tasks, including:

- Support agency transit administration and transit planning responsibilities related to the Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310 funding and Greater Regional Mobility Initiative (GRMI) Plan.
- Support gathering information and materials for relevant meetings.
- Assist with data analysis and management of transportation provider information.
- Assist with identifying grants that support the implementation of the GRMI Plan.
- As needed, perform other related duties (attend evening or weekend meetings) in support of agency programs.

Applicants should possess: familiarity with research techniques and data analysis, an understanding of planning principles and practices, and skill in the use of various basic software (word processing, databases, spreadsheets, etc.).

Minimum Qualifications:

- Must be currently enrolled in an undergraduate or graduate degree program in public administration, urban or city planning, economics, business administration, or a related field.
- Undergraduates must be in the third year toward completing a Bachelor's degree program.
- Use of a personal vehicle and valid driver's license are desired for fieldwork and meetings.
- Some practical professional experience preferred.

The minimum starting wage for this internship will be \$15.00 per hour. To apply, submit a cover letter and resume via e-mail to personnel@mvrpc.org. Include "Regional Transit Programs Internship" in the subject line. Application deadline: **November 29, 2024**

To learn more about Miami Valley Regional Planning Commission, visit our website www.mvrpc.org.

An Equal Opportunity Employer

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