

PUBLIC RELATIONS INTERNSHIP

TRI-VALLEY – SAN JOAQUIN REGIONAL RAIL AUTHORITY

The role:

Intern reports directly to the Executive Director and coordinates with all Tri-Valley-San Joaquin Valley Regional Rail Authority and Livermore Amador Valley Transit Authority (LAVTA) personnel, and consultants. Staff will provide the intern with guidance on projects and tasks, the opportunity to attend staff and committee meetings, and provide the necessary tools (e.g. computer, work station, etc.) for intern to complete assignments. This is a unique assignment for an upcoming and developing transit agency. The Intern will work directly with the Executive Director, accompany him to meetings, write press releases, take pictures, develop social media posts etc.

WAGE: **\$15.00/HR - \$18.00/HR**

CLASSIFICATION: **Non-Exempt, Part-Time Temporary Position. As a temporary position, it is not eligible for benefits. Position limited to an average of 20 hours or less per week. *Open until filled.***

REQUIREMENTS:

- A flexible schedule is a must. Hours may include nights and weekends and will not be consistent from week to week, and can change from day to day.
- Must have excellent reading, writing, comprehension and editing skills
- Must be available to work a minimum of 10 hours and a maximum of 20 hours per week, meet in person with supervisor at least once a week during LAVTA's regular business hours (8:00AM-5:00PM) Monday – Friday
- Must possess and maintain a current, valid driver's license and satisfactory driving record (periodically drives LAVTA vehicles), have reliable vehicle and willing to drive to suggested events and meetings.
- Must be social media savvy
- Must be willing to travel
- Must be comfortable in all surrounding as this individual will be attending meetings with a variety of elected officials and members of various media outlets.

Highly desirable:

- Experience using MS Word and Excel
- Graphic design experience in Adobe Illustrator, InDesign, webpage design and content management
- Marketing, advertising, community outreach, or other work experience

HOW TO APPLY:

Submit resume and cover letter to the attention of Jennifer Suda. Note that this position is open until filled.

Documents may be submitted via: Email: resumes@lavta.org; or

Mail: LAVTA, 1362 Rutan Dr., Suite 100, Livermore, CA 94551; or FAX: 925.443.1375