Operations & Innovation Internship

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA)

Context:

The purpose of this temporary part-time position is to provide work experience to anyone pursuing a career in transportation, transit planning or urban/regional planning. *This position is open until filled. The <u>first filing deadline is September 6, 2019.</u>*

The role:

This internship will work closely with the Livermore Amador Valley Transit Authority (LAVTA) Customer Service & Contract Compliance Manager to assist in overseeing our transportation contractors, TNC Partnerships, Shared Autonomous Vehicle Project, and other special projects. LAVTA will provide the interns 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 interns to complete assignments. Internship learning opportunities include, but are not limited to:

- Assist in the implementation of special projects set up by the operations department, including but not limited to the Shared Autonomous Vehicle project, the Go Dublin partnership, and other special projects.
- Assist in procurement processes as they pertain to the operations department.
- Assist in the application of grants that pertain to projects in the operations. department.
- Conduct analysis using Excel, Access and other programs or software packages.
- Attend or help facilitate community meetings focused on transit and accessibility.
- Analyze and maintain operational data, including: ridership data, marketing surveys, onboard surveys, origin/destination surveys, operations management reports, financial reports, census data.
- Prepare comprehensive analyses and statistical reports as needed.
- Review technical documents and translate them into user friendly documents.
- Assist in auditing contractors.
- Database upkeep.
- Other duties as assigned.

\$15.00/HR - \$18.00/HR

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CLASSIFICATION:Non-Exempt, Part-Time Temporary Position<br/>As a temporary position, it is not eligible for benefits<br/>Position limited to 20 hours or less per week<br/>Open until filled. First filing deadline September 6, 2019
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REQUIREMENTS:

Essential:

WAGE:

• Must have excellent reading, writing, comprehension and editing skills

- Must be available to work 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
- High School Diploma

Highly desirable:

- Experience using MS Word, Excel, Access and Adobe software
- Transportation operations, planning, or similar experience

HOW TO APPLY:

Submit resume and cover letter to the attention of Jonathan Steketee. The <u>first filing</u> <u>deadline is September 6, 2019</u>. Note that this position is open until filled. Documents may be submitted via: Email: <u>resumes@lavta.org</u>; or Mail: LAVTA, 1362 Rutan Dr., Suite 100, Livermore, CA 94551; or FAX: 925.443.1375