



# NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

---

## Paid Internship

**JOB TITLE:** Planning Intern

**RANGE SALARY:** \$15-\$18 per hour

**LOCATION:** Santa Fe

**JOB DESCRIPTION:** This position will assist NCNMEDD staff and local and tribal governments in the NCNMEDD region with regional planning, grant writing, technical assistance, implementation of Regional Transportation Work Programs, communications, and state and federal programs at the local level.

NCNMEDD Interns are students pursuing careers or higher education in fields related to the job description. Interns are hourly employees who work part-time, no more than 30 hours per week. Interns are not eligible for retirement or medical benefits. This position requires a highly motivated and responsible individual with good time management skills.

### EXAMPLES OF WORK

- Assist with long-range planning and implementation
- Research technical and policy topics
- Assist with data sourcing, collection and management
- Support project development and monitoring
- Assist with development and management of special studies
- Support meeting coordination
- Assist with contract management
- Assist with organizational communications duties
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

### QUALIFICATIONS AND SKILLS REQUIRED

- Strong computer skills, particularly MS Office Suite programs and MS Excel
- Strong writing skills
- Proficiency with computer graphics, such as use of infographics, maps, charts, etc.
- Able to work in a team environment
- Valid driver's license
- Preference for hiring given to New Mexico residents

### KNOWLEDGE AND ABILITIES

- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to establish priorities
- Knowledge of problem-solving techniques
- Ability to interpret and apply agency policies and procedures
- Ability to complete tasks within deadlines
- Maintains effective working relationships
- Good oral and written communication skills

- Ability to communicate well with the general public
- Ability to develop a reasonable understanding of agency programs

### **SUPERVISORY RESPONSIBILITIES**

This is not a supervisory position.

### **PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including, answering phone calls, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

### **TRAINING**

No special training is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

### **DECISION-MAKING**

This position does not require decision-making responsibilities beyond those required in a typical day-to-day working environment.

### **COMMUNICATIONS**

Reports to the Transportation Planner and interacts with NCNMEDD employees. The Intern may interact with contractors, New Mexico State agencies, Federal agencies, state, and local elected officials, the public, and private and/or corporate entities.

### **EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

### **WORK ENVIRONMENT**

This position will work in a standard, smoke-free, indoor office environment with other staff.

### **CONDUCT**

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

### **APPLICATION DETAILS**

- Candidate selected must successfully complete all pre-employment requirements prior to commencing employment.
- Complete NCNMEDD Employment Application online on NCNMEDD website [www.ncnmedd.com](http://www.ncnmedd.com).
- Application Deadline: Until Filled
- Questions: Please contact Paul Sittig, NCNMEDD Transportation Planner at 505-356-9694 or [felicityf@ncnmedd.com](mailto:felicityf@ncnmedd.com).