



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: Transportation Intern

RANGE SALARY: \$15 per hour

JOB DESCRIPTION: At the discretion of the Transportation Planner, this position will assist NCNMEDD staff and local public bodies in the region with one or more of the following duties: technical planning and assistance, regional planning, grant writing, technical assistance, supporting implementation of Regional Transportation Work Programs, as well as state and federal programs at the local level.

NCNMEDD Interns are students pursuing an associate's, bachelor's, or graduate degree in fields related to NCNMEDD programs. 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 who can work on special projects and perform repetitive tasks as necessary. This individual must be a self-starter capable of performing work with minimal direct supervision.

EXAMPLES OF WORK

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

QUALIFICATIONS AND SKILLS REQUIRED

- Intern must be enrolled and in good standing at a two or four-year institution of higher education
- Strong computer skills, particularly MS Office Suite programs and particularly MS Excel
- Strong writing skills
- Proficiency with computer graphics, such as use of infographics, maps, charts, etc.
- Valid New Mexico driver's license that will allow the Intern to travel if required
- 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 with NCNMEDD staff, contractors and Board members

- Good oral and written communication skills
- Ability to communicate well with the general public
- Ability to develop a reasonable understanding of agency programs
- Ability to work and perform in conflict/crisis environments
- Demonstrates behavior that maintains NCNMEDD's credibility, integrity and positive image in the region

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, is part of the Community Development Department, 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

- Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com.
- Application Deadline: Until Filled
- Candidate selected for internship must successfully complete all pre-employment requirements (I-9, drug test and background check) prior to commencing employment.
- Questions: Please contact Paul Sittig, Transportation Planner, at pauls@ncnmedd.com.