

Job Description

JOB TITLE Transportation Intern

SALARY & QUALIFICATIONS

Salary Range	Required Qualifications
\$15-\$18	Candidate should be enrolled in an educational or degree program that aligns with the Examples of Work Performed.

CLASSIFICATION

Part-time, Hourly
Health and retirement benefits are not provided for Intern positions.
Paid time off is provided, based on hours worked.

LOCATION

Based in Santa Fe with responsibility for all counties served by NCNMEDD

SUMMARY

As directed by the Transportation Planner, 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, as well as state and federal programs at the local level.

Duties	Percent of total
NPRTPO and NERTPO Program administration and community assistance	80%
Other Duties as Assigned	20%

EXAMPLES OF WORK PERFORMED

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.

- Assist with long-range and transportation 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
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

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

General

- Proficient in Microsoft Word, Excel, Power Point, e-mail, Internet, and database administration
- Ability to make good, sound judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Application of problem-solving techniques
- Ability to interpret and apply agency policies and procedures
- Ability to complete tasks within deadlines
- Good verbal and written communication skills
- Maintains effective working relationships with NCNMEDD staff, partner organizations, and consumers
- Demonstrates behavior that maintains the organization credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

TRAVEL

This position requires travel throughout New Mexico and for professional development. A valid driver's license is required.

PHYSICAL DEMANDS

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

TRAINING

- 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 requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Transportation Planner and interacts with NCNMEDD employees and contractors; local, state and federal agencies; state and local elected officials, state and local elected officials; the public; and non-profit, 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.
- Application Deadline: Until Filled
- Questions: Please contact Stephany Gonzalez, Human Resources and Operations Specialist at stephanyg@ncnmedd.com.