The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the position of Local Planning and Program Management Intern.

Under the direction of the Local Planning Manager, the Planning Intern will support the work of the Local Planning group, which conducts or manages multifaceted land use and transportation plans including transit-oriented development plans and transit corridor studies, in support of the RTA’s Strategic Plan and the Community Planning and Access to Transit programs.

Scope of Work:
1. Assists with data collection and database updates for active and completed Community Planning projects.
2. Assists with the administration of the Access to Transit program, including conducting outreach to communities and conducting site visits to document before and after conditions.
3. Preparation of charts, maps and other visuals for inclusion in planning documents and other department resources.
4. Assists with maintenance and operation of the RTA’s Geographic Information System (GIS)-based Regional Transportation Authority Mapping and Statistics database and conducts GIS-based analysis and mapping activities, including the creation of Story Map Journals.
5. Researches best planning practices and emerging topics related to transportation, land-use, parking, zoning and special funding districts in order to update TOD funding resources guide and create best practices reports.
6. Assists with soliciting new projects for the RTA’s technical assistance and grant funded programs.
7. Processes project-related grant documents, contracts and invoices.
8. Conduct site visits to take photos of project sites.
9. Performs other related duties as required or assigned.

Education/Skills requirement
Bachelor’s Degree in Urban Planning, Architecture, Geography, or related field. The ideal candidate will possess knowledge and education in urban planning with a focus on transit-oriented development, land use planning and multi-modal transportation skills. Knowledge and understanding of local transportation planning and transportation/land use relationships is desired. Proficiency with Office Suite (Word, Excel, Access and PowerPoint) is required. Experience with digital photography, Photoshop, ESRI GIS, Google SketchUp, Adobe Illustrator, InDesign or other visualization and graphics tools preferred.

Salary: $15.00 per hour

Please submit a cover letter, resume and salary history to:
Regional Transportation Authority
Human Resources, Attn: 20-LPPM
175 W. Jackson, Suite 1650
Chicago, IL 60604

To apply online go to: https://rtaweb01prd.rtachicago.com/jobposting/?job=241

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