Position: Transportation Policy and Planning Intern (Paid)
Post-date: March 25, 2019
Closes: The position is open until filled.
Status: Part-Time or Full-Time, Intern
Salary: Depends on school credits and qualifications
Location: Maricopa Association of Governments, downtown Phoenix, Arizona.

About MAG
The Maricopa Association of Governments (MAG) is a group of local governments working together on issues that touch the lives of every resident. We are a regional planning agency that develops solutions in areas such as transportation, air quality, economic development, and programs that meet the human needs of the region.

MAG serves a thriving region of more than 4 million people. Our members include 27 cities and towns, three Native American communities, Maricopa County and Pinal County. Our planning area encompasses more than 10,000 square miles. MAG is a council of governments and the designated metropolitan planning organization for transportation planning.

MAG conducts extensive applied research to help frame public policy and further our core mission of strengthening the Greater Phoenix region. Through innovative tools such as our interactive online maps, we make data accessible to the public for a broad range of uses. Visit www.azmag.gov to learn more. MAG is a great place to work. We are an equal opportunity employer and provide an excellent benefits package.

The Position
The Maricopa Association of Governments (MAG) is seeking a qualified student or recent graduate for a paid transportation policy and planning internship to support its efforts in the Transportation Policy and Planning Division. The primary focus of the position will be to assist with the management of programs that guide the region’s multi-billion dollar investments in roadway and freeway improvements. The role will suit someone that is well-organized, efficient, able to draw connections between various aspects of transportation policy and planning, and wants to make an impact on the region’s transportation network.

Specific duties include, but are not limited to:

- Assist in project management, research, writing, and communications.
- Conduct research, analyze findings, and prepare reports along with recommendations for management.
- Write reports for distribution to MAG technical and policy committees.
- Develop financial analysis, technical studies, and reports.
• Assist with the development and maintenance of internal program management tools.
• Develop program policies in collaboration with MAG member agencies and other key stakeholders.
• Attend coordination meetings with partner agencies, including local governments, the Maricopa County Department of Transportation, Valley Metro, and the Arizona Department of Transportation (ADOT).
• Create, organize, and maintain accurate written and electronic files.
• Provide data entry and assist with database management.
• Manage projects, studies, and special assignments.

The position will provide exposure to transportation policy, planning, intergovernmental relations, and transportation finance. It will also provide an opportunity to help shape the future of the region's transportation network.

**The Candidate**

The ideal candidate will be highly motivated, able to work independently, handle multiple tasks, detail-oriented, and highly organized. The candidate should have excellent oral, written and interpersonal skills. Knowledge of the Microsoft Office suite and a desire to learn about other technologies required. Interest in transportation finance and programming a plus.

**Experience and Education**

Candidate must be a current senior, graduate level student, or recent graduate of an accredited program with a degree in public administration, planning, political science, economics, or related field.

**Hours**

Candidate may select a part-time or full-time internship. Part-time internships will total approximately 20 hours per week; full-time internships will total approximately 35 hours per week. Candidate will work standard business office hours, Monday through Friday. Length of internship will be determined based on candidate's preferences, qualifications, and performance.

**Benefits**

MAG provides an extremely competitive compensation package. May be eligible for some benefits.
To Apply

- Please visit our Jobs Page at: http://www.azmag.gov/Jobs-RFPs-RFQs/Jobs-at-MAG
- Applicants must submit a cover letter, resume, and completed, signed MAG application through the online portal to be considered.

About the MAG Region

The Greater Phoenix region is a dynamic, vibrant, growing area that offers businesses and residents prosperity and an enriching quality of life. Great weather, safe neighborhoods and the beauty of the Sonoran desert make the region a great place to live and work. Great schools are located throughout the region, with three Arizona public schools on the top ten list for the entire country. Arizona State University was recognized by U.S. News and World Report as being the most innovative school in the country, beating out Stanford and Massachusetts Institute of Technology. These quality schools contribute to the region’s skilled workforce. Greater Phoenix and Arizona are noted as having one of the most business friendly and entrepreneurial environments.

A state-of-the-art freeway system, along with a robust light rail and transit system, means easy commutes. Recently, the WAZE traffic navigation app recognized Phoenix as the best driving experience in the world. This quality transportation system connects residents with employment and opportunities to compete in the global economy. Conveniently located within driving distance of skiing in northern Arizona, the beaches of California, and the culture of Mexico, the MAG region is a perfect place to call home.