



175 W Jackson Blvd
Suite 1550
Chicago, IL 60604
312 913 3200
rtachicago.org

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the **Intern, Local Planning** roll. The RTA oversees financing, secures funding, and conducts transit planning for the Chicago Transit Authority (CTA), Metra, and Pace. The RTA manages these three Service Boards' five-year capital programs. Also, to help riders with disabilities and older adults across Cook, DuPage, Kane, Lake, McHenry, and Will counties, the agency issues Reduced Fare and Ride Free permits, assesses eligibility for ADA Paratransit service, and oversees specialized travel training.

Under the direction of the Local Planning Manager, the Planning Intern supports the work of the Local Planning group, which conducts/manages multifaceted land use and transportation plans including transit-oriented development plans and transit corridor studies, in support of the RTA's Strategic Plan, the Community Planning and Access to Transit programs. The intern researches implementation efforts by local communities through online searches, telephone/email inquiries and field visits to complete updates to project websites based on research results. Contributes to research activities on best planning practices, emerging planning, transit-oriented and economic development, and transit service improvement topics, and supports the development and update of program information resources and guides that can be used by municipalities to advance their planning efforts. Research best practices to develop case studies and online story map journals. Supports graphic design needs for reports and materials. Conducts spatial analysis and the development of maps needed for various studies. Tracks progress on small-scale construction projects, updates accompanying spreadsheets and other tracking tools, as part of the administration of the Access to Transit program. Supports the development, administration, and analysis of survey data for an implementation report on the Community Planning program.

Responsibilities include but are not limited to:

1. Develops/administers surveys and works with Local Planning staff to report on survey results.

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2. Assists with data collection and database updates for active and completed Community Planning projects.
 3. 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.
 4. Preparation of charts, maps, and other visuals for inclusion in planning documents and other department resources.
 5. Conducts ArcGIS Online-based mapping activities, including the creation of Story Map Journals.
 6. Research best planning practices, emerging topics related to transportation, land-use, parking, zoning, and special funding districts to create best practices reports.
 7. Assists with soliciting new projects for the RTA's technical assistance and grant funded programs.
 8. Processes project-related grant documents and contracts.
 9. Conducts site visits to take photos of project sites.
 10. Performs other related duties as required or assigned that contribute to the effectiveness of the RTA.

Ideal candidate will possess a Bachelor's Degree in Urban Planning, Architecture, Geography, or a related field with knowledge and education in urban planning with a focus on transit-oriented development, land use planning and multi-modal transportation. Knowledge and understanding of research methods, local transportation planning and transportation/land use relationships is desired.

Other qualifications desired are 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. Strong communication and interpersonal skills. Ability to collaborate and work well in a diverse team environment and across functions within the agency. Ability to work in the field to conduct site visits to document before and after conditions. Ability to follow all RTA, CTA, Metra and Pace safety and security requirements. Strong writing, research, interpersonal and communication skills, and is detailed oriented.

The intern is expected to work up to 30 hours per week. Salary will be \$19.00 per hour for all interns that have received their undergraduate degree.



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For more information about the RTA, visit our website at
<https://www.rtachicago.org/>.

Please submit a cover letter and resume to:

Regional Transportation Authority
Human Resources 23-LPI
175 W. Jackson, Suite 1550
Chicago, IL 60604

To apply online: create an account by selecting "Apply" or "login and register."
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