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

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The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the **Regional Coordination Internship**. 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 Division Manager, Regional Coordination, the Intern will be responsible for assisting with a variety of planning projects that will help improve the regional transit and coordinate across the services operated by the RTA Service Boards.

Responsibilities include but are not limited to:

1. Review paper and Metra station map artwork.
2. Build and update Story Maps.
3. Review, document and photograph stations and bus stops for potential signage location/improvements.
4. Update Red Box images.
5. Edit and update signage spreadsheets and databases.
6. Edit and review timetable artwork.
7. Visit existing signage locations and check for graffiti.
8. Performs other related duties as required or assigned that contribute to the effectiveness of the department and RTA.



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The ideal candidate will be a talented graduate student with coursework in Urban Planning, Geography, Engineering, or a related field. A minimum of two GIS classes is desirable. Graphic art experience is desirable but not mandatory.

Other qualifications desired are proficiency in Microsoft Office, Adobe Illustrator; Adobe InDesign; Preferred experience with ArcGIS. Strong communication and inter-personal skills. Ability to collaborate and work well in a diverse team environment and across functions within the agency. Ability to make sound, independent decisions within established policy and procedural guidelines. Ability to work in the field doing visual surveying and site documentation. 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 15-22 hours per week. Salary will be \$16.00 per hour.

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-RCI  
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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