



TRANSPORTATION DEMAND MANAGEMENT INTERNSHIP

Hours:	Part-time (projected 15-20 hours/week), flexible, and will vary depending on specific activities
Timeline:	Ideal candidate would be available April 8 – June 21
Compensation:	\$15 per hour, TriMet pass
Deadline:	Open until filled - Priority given to applications received by April 1

About Westside Transportation Alliance

Founded in 1997, WTA is a 501(c)(6) nonprofit organization and association of businesses, local governments, and public agencies that value transportation options in Washington County. WTA understands that economic development, quality of life, and future growth depend on an efficient, equitable, and holistic transportation system. WTA works with employers in Washington County to reduce auto trips to the workplace, expand access to transportation options, and comply with Oregon DEQ clean air regulations. WTA's mission is to work directly with employers and employees to enhance economic opportunity, improve health, and foster a livable community via transportation options.

Position Description

WTA seeks a dynamic and creative candidate to help plan and conduct a variety of activities aimed at promoting active transportation and the use of transportation options for commute trips in Washington County. The intern will represent WTA at workplace tabling events; coordinate promotions, incentives, and activities to increase participation in the Bike More Challenge among employees of WTA's member organizations; and support other TDM related activities.

Responsibilities include but are not limited to:

- Conduct outreach to employees and represent WTA at workplace fairs and events
- Encourage participation in the Bike More Challenge from WTA's member organizations
 - Support and encourage team captains
 - Plan and conduct incentive and promotional events
 - Coordinate WTA League competition
 - Coordinate incentive raffles, notification of winners, and delivery of prizes
- Create social media, e-newsletter, and website content
- Plan WTA's Bike More Challenge wrap-up party and awards ceremony
- Other office, project, and event coordination duties as needed

Qualifications

- Interest in and/or familiarity with transportation options, transportation demand management strategies, or nonprofit work
- Clear communicator comfortable engaging with employees in Washington County
- Ability to work independently, take initiative, and manage multiple projects simultaneously
- Experience managing social media channels (Facebook, Instagram, etc.)
- Proficiency with Adobe Spark and Microsoft Office

To Apply

Please submit a resume and cover letter to jeff@wta-tma.org with 'Intern Application' in the subject.