



## **PAID INTERNSHIP POSITION**

Transit Operations & Planning Departments

**Job Title:** Transportation Planning Intern  
**Department(s):** Transit Operations, Planning  
**Location:** In-Person, 350 Industrial Way, Woodland, CA 95776  
**Salary:** \$16.00-\$20.50/Hour, depending on experience

### **Overview**

The Yolo County Transportation District (YoloTD) seeks interns to assist with all aspects of planning and operating transit services in Yolo County, along with multimodal and active transportation planning projects. These are hands-on internships that involve a mix of fieldwork and desk work. Compensation is \$16.00-\$20.50 per hour, depending on experience. Both undergraduate and graduate students are encouraged to apply. These contract positions are part-time during the academic year, with the option of full-time work, during the summer months or for up to one full year following graduation. A hybrid work-from-home schedule is available once per week.

This position operates under the supervision of the Director of Transit Operations and the Director of Planning.

### **Qualifications**

- Must be currently enrolled in at least half-time academic or vocational and technical course load in an accredited higher educational institution (except during the summer and up to 12 months after graduation).
- Must have a valid California driver's license and vehicle insurance coverage.
- Coursework in transportation planning, urban planning, community and regional development, statistics, mathematics, computers, economics, marketing and communications, governmental affairs, business, GIS (or similar), graphic design such as Adobe Suite, web development applications, or related fields is desired.
- Working on a computer and database knowledge is preferred, including experience with Windows, Word, Excel, PowerPoint, Adobe Creative Suite or similar, and ArcGIS or similar.
- Bilingual (Spanish/English) is desired, though not required.

### **Key Responsibilities**

*This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.*

**When assigned to Transit Operations:**

- Performing route and schedule planning;
- Designing, implementing, tabulating, and analyzing surveys;
- Maintaining transit facilities and bus operations databases;
- Performing reviews of routes and transit facilities for appearance;
- Assisting with planning transportation grants, transit plans, safety, and access;
- Responding to passenger comments;
- Riding buses and providing written observations;
- Providing staff assistance in the preparation of agendas and staff reports for meetings;
- Taking detailed notes/minutes at meetings;
- Taking photo IDs and answering phones;
- Assist with transportation planning, marketing and communications, GIS, and operations projects;
- Assist in the implementation of YoloTD's automatic vehicle location system;
- Utilizing YoloTD's sign-making equipment, making and installing route and schedule information on bus stop signs
- Assist in the maintenance of YoloTD's website;
- Delivering and picking up meeting packets, schedules, and other items on behalf of YoloTD;
- Assist in development reviews;
- Assist in the development of bus routes and schedules;
- Assist with the design of various marketing materials;
- Assist with supporting front desk operations including welcoming guests, processing ticket sales, and providing general customer service needs;
- Performing other related tasks assigned by Executive Director or designee.

**When assigned to Planning:**

- Multimodal and Transit Planning Projects:
  - Provide administrative support to project manager;
  - Conduct background research, supporting tasks when needed;
  - Assist and support community outreach efforts
  - Update project websites;
  - Performing other related tasks assigned by Executive Director or designee.
- Yolo Commute:
  - Social media posts, author monthly newsletters, support May is Bike Month campaign and events, conduct member outreach, conduct member surveys;
  - Help create, develop, and launch new incentive programs; analyze incentive programs, and process incentive program reimbursements;
  - Attend and take minutes at bi-monthly Board meetings, deliver and pick up electric-assist bicycles to member organizations, assist with membership development, and provide grant application support;
  - Performing other related tasks assigned by Executive Director or designee.
- Other:

- Assist with supporting front desk operations including welcoming guests, processing ticket sales, and providing general customer service needs;
- Performing other related tasks assigned by Executive Director or designee.

## How to Apply

To be considered, please submit a resume, cover letter, and a completed [job application](#) (available at [YoloTD.org/Jobs](http://YoloTD.org/Jobs)) to:

- **Email:** [jobs@yctd.org](mailto:jobs@yctd.org)
- **In-Person:** 350 Industrial Way, Woodland, CA 95776 (The YoloTD office is open M-F, 9AM-4PM. We are closed between 12-1PM).
- **Mail:** ATTN Human Resources, 350 Industrial Way, Woodland, CA 95776

Applications will be accepted until filled.

If you have any questions regarding the recruitment, please contact [jobs@yctd.org](mailto:jobs@yctd.org) or call (530) 661-0816.

*At the Yolo County Transportation District, we are committed to fostering an inclusive and diverse work environment. We embrace and celebrate the unique qualities, perspectives, and experiences of our employees, which make our organization stronger. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, gender, marital status, national origin, age, mental and physical disability, or any other protected status. We believe in creating a workplace where everyone has an equal opportunity to contribute, grow, and thrive. We encourage all qualified individuals, including those from underrepresented backgrounds, to apply and join us in our mission to provide safe, efficient, and accessible transportation services for our community.*



## STUDENT INTERN HOURLY WAGES RATE

<b>FIRST-YEAR STUDENT</b>	
(Less than equivalent of 30-semester units completed)	
No relevant work experience	\$16.00
At least equivalent of 15-semester units completed or 500 hours of appropriate experience	\$16.25
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25

<b>SECOND YEAR STUDENT</b>	
(Equivalent of 30-semester units completed)	
No relevant work experience	\$16.50
At least equivalent of 45-semester units completed or 500 hours of appropriate experience	\$16.75
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25

<b>THIRD YEAR STUDENT</b>	
(Equivalent of 60-semester units completed)	
No relevant work experience	\$17.00
At least equivalent of 75-semester units completed or 500 hours of appropriate experience.	\$17.25
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25

<b>FOURTH YEAR STUDENT</b>	
(Equivalent of 90-semester units completed)	
No relevant work experience	\$18.00
At least equivalent of 105-semester units completed or 500 hours of appropriate experience.	\$18.50
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25

<b>GRADUATE STUDENT</b>	
(B.A. or B.S. Degree Completed)	
No relevant work experience	\$20.00
At least equivalent of 9-semester units completed or 500 hours of appropriate experience.	\$20.50
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25