



## **Summer 2018 Internship Opportunity**

May 2018-August 2018

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### **Announcement**

MetroPlan Orlando will be providing a summer internship opportunity between May 2018-August 2018. The exact dates will be determined when a person is selected for the position. This is a full-time position (37.5 hours/week).

We are seeking someone with a background in transportation planning or community health planning. Demonstrated interest or experience in communications is preferred. Our preference for this position is a graduate student or recent graduate of a Master's level program, but will consider every applicant's combination of education and experience.

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### **Description of the Internship**

The intern will support MetroPlan Orlando staff with its Health in all Transportation Policies initiative. Over the course of the internship, the individual will perform the following functions:

- Provide research and writing assistance to the Corrine Drive Complete Streets Study
- Conduct literature reviews and policy analysis in support of MetroPlan Orlando staff
- Assist MetroPlan Orlando staff with Geographic Information Systems (GIS) mapping
- Identify potential strategies and actions that could be incorporated into a Health Strategic Plan
- Engage with MetroPlan Orlando staff and partners to learn about the operations of one of the country's largest metropolitan planning organizations

This position requires attending a significant number of meetings with elected officials and senior officials. Professional attire and strong communication skills are necessary.

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### **Salary/Benefits**

This will be a paid internship position at our offices in downtown Orlando. This internship will be paid at a rate of \$15.00/hour. Free parking will also be provided at our downtown location. The intern will not be paid for holiday time off.

Interns are not entitled to benefits such as paid holidays, paid sick leave, paid vacation, paid personal days, paid insurance coverage, pension eligibility, unemployment, or other applicable benefits afforded regular MetroPlan Orlando employees. It should be further understood that this internship may be terminated by either party at any time without cause or prior notification.

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## **How to Apply**

If you are interested in this opportunity, submit a completed internship application (available at [www.metroplanorlando.org](http://www.metroplanorlando.org)), a letter of interest, and a resume. Writing samples might be requested from those selected for interviews. Material is to be submitted and received by Jason Loschiavo, Director of Finance and Administration, by 11:59pm on April 8th. Send to Mr. Loschiavo at [hr@metroplanorlando.org](mailto:hr@metroplanorlando.org) or Director of Finance and Administration, MetroPlan Orlando, 250 S Orange Ave Suite 200, Orlando, FL 32801.

MetroPlan Orlando is an equal opportunity employer, a drug-free workplace, and a tobacco-free workplace. It is the policy of MetroPlan Orlando that all applicants selected for employment must sign an Affidavit for Non-Use of Tobacco Products in order to be hired by MetroPlan Orlando. The non-use of tobacco products must have been for a period of at least six months immediately preceding application for employment; and must be maintained and continued for the duration of employment with MetroPlan Orlando.