**Position Title:** Transportation Funding Policy Intern

**Posting date:**  March 7, 2022

**Closes:** The position is open until filled

**Status:**       Internship, The length of the internship will depend on the candidates preferences,

 qualification’s and performance.

**Salary:**           Depending on school credits and qualifications

**Location:**       Maricopa Association of Governments, Phoenix, Arizona.

**The Position**
The Maricopa Association of Governments is seeking a qualified student for a paid internship. Undergraduate students in their third or fourth year as well as graduate students are encouraged to apply. All applicants with relevant experience or coursework will be considered.

This position will support the transportation funding policy program. The primary focus of the position will be to assist with the management of programs that guide the region’s multi-billion dollar investments in transit, roadway, and freeway improvements. The role will suit someone that is well-organized, efficient, and able to draw connections between various aspects of transportation policy and planning, and wants to make an impact on the region’s transportation network. These activities are undertaken with an emphasis on high quality work, close internal communication, and providing a benefit to MAG member agencies and partners. MAG believes firmly that all internships should contribute to an individual’s professional development and expects a commensurate degree of dedication to the position.

Specific duties may also include, but are not limited to:

* Assist in project management, research, writing, and communications.
* Conduct research, analyze findings, and prepare reports along with recommendations for management.
* Write reports for distribution to MAG technical and policy committees.
* Assist with the development and maintenance of internal program management tools.
* Attend coordination meetings with partner agencies, including local governments, the Maricopa County Department of Transportation, Valley Metro, and the ADOT.
* Create, organize, and maintain accurate written electronic files.
* Provide data entry and assist with database management

Manage projects, studies, and special assignments.

The position will provide exposure to transportation policy, planning, intergovernmental relations, and transportation finance. It will also provide the opportunity to help shape the future of the region’s transportation network.

**The Candidate**The ideal candidate will be highly motivated, able to work independently, handle multiple tasks, detail-oriented, and highly organized. The candidate should have excellent oral, written, and interpersonal skills. Knowledge of the Microsoft Office suite and a desire to learn about other technologies required. Interest in transportation finance and programming a plus.

Critical thinking and a keen interest in finding ways to do better are a necessity for the position.

Even though the position assumes flexible hours, applicants will be expected to work at least 20 hours per week on average. The length of internship will be determined based on candidate’s preferences, qualifications and performance.

**About MAG**
The Maricopa Association of Governments is a regional planning agency that develops solutions in areas such as transportation, air quality, economic development, and programs that meet the human needs of the region. MAG is a council of governments and the designated metropolitan planning organization for transportation planning.

MAG serves a thriving region of more than 4 million people. Our members include 27 cities and towns, three Native American communities, Maricopa County and Pinal County. Our planning area encompasses nearly 10,000 square miles. MAG conducts extensive applied research to help frame public policy and further our core mission of strengthening the Greater Phoenix region. Through innovative tools, we make data accessible to the public for a broad range of uses.

**To Apply**
To view all position vacancies, please visit our Jobs Page at: <http://azmag.gov/Jobs-RFPs-RFQs/Jobs-at-MAG>

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" button at the top right-hand corner of each position. Please read and follow the instructions on the application page. Your application will be considered “in process” until you complete it and hit the “Submit” button.

All applications must be submitted through our online application system. It is important that your application show all the relevant education and experience you possess. Do not type "see resume" in these fields. Applications may not be considered if incomplete.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.
The Maricopa Association of Governments is an Equal Opportunity Employer. During the selection process any applicant requiring accommodation for a disability should advise the Human Resources Division by calling (602) 452-5032.

**About the MAG Region**
The Greater Phoenix region is a dynamic, vibrant, growing area that offers businesses and residents prosperity and an enriching quality of life. Great weather, safe neighborhoods and the beauty of the Sonoran desert make the region a great place to live and work. Our schools are among the best in the nation, with three Arizona schools on the top ten list for the entire country. These quality schools contribute to the region’s skilled workforce. Greater Phoenix and Arizona are noted as having one of the most business friendly and entrepreneurial environments.

A state-of-the-art freeway system, along with a robust light rail and transit system, means easy commutes. Recently, the WAZE traffic navigation app recognized Phoenix as the best driving experience in the world. This quality transportation system connects residents with employment and opportunities to compete in the global economy. Conveniently located within driving distance of skiing in northern Arizona, the beaches of California, and the culture of Mexico, the MAG region is a perfect place to call home.

For more information about our region and all it offers, please visit [www.azmag.gov](http://www.azmag.gov/).