



Administrative/Rideshare: Intern Work Program

Kern Council of Governments (Kern COG), a federal- and state-funded transportation planning agency, is seeking an administrative intern for a temporary, part-time position consisting of 1,000 hours over a one-year period, with flexible scheduling, at the rate of \$12.41 per hour, or more depending on experience. The candidate will focus on a current regional policy project as well as additional duties from the following list:

1. Work with Kern COG's Deputy Director of Administration to produce 2019 Regional Awards of Merit Program.
2. Identify topics, write, or edit articles for various newsletters & publications.
3. Park and Ride: Identify locations and establish agreements with parking lot property owners and managers
4. Perform data entry for Kern COG's rideshare matching software as well as assistance with updates of the CommuteKern website.
5. Manage CommuteKern's social media.
6. Assist with Kern COG's outreach and special event preparations.
7. Assist Kern COG's Office Services Specialist, and other staff with projects, as needed.

Candidates must possess skills in the following areas:

- A college degree in Marketing or Business is desirable but will consider candidates with work and/or voluntary-related experience, and the competence to follow instruction and learn the requirements of this position.
- Ability to write articles, news releases, correspondence, and to assist with the preparation of project management documents such as a Scope of Work or Request for Proposals.
- Use of general office supply equipment including the phone, fax machine, copiers, scanner, and paper cutters in order to conduct outreach efforts; including distribution of mailing documents and outreach kits to multiple contacts.
- Desirable skills include the use of social media to conduct targeted outreach, analytical skill to evaluate programs, verbal communication skills. Able to conduct conversations in person and on the telephone in a professional manner for work-related tasks.
- Ability to perform duties in an environment of competing deadlines for multiple supervisors. Able to work independently, or with others, and follow directions with some interruption during assignments.

- Possess up-to-date knowledge and literacy in PC skills including basic typing and operating duties, Microsoft Windows 7 and 8, Internet Explorer, MS Word, Excel, PowerPoint, Publisher, etc.

Physical Requirements

Body Position

- Sit to operate the computer, talk on telephone, work at desk and to drive vehicle for travel;
- Sit/stand to work with public and other employees as needed;
- Twist upper body to use office equipment, relocate shelved materials, and talk on the telephone;
- Stand/stoop/crouch/kneel/squat to file or retrieve materials in low cabinets or on shelves;
- Lift and carry up to 40 pounds for short durations to set up and staff public outreach booths;
- Stand for periods of up to four hours at a time at community events; and
- Walk/stand to deliver materials within the office.

Object Manipulation

- Use the computer – press keys with fingers, both hands;
- Operate a telephone – reach, lift with hand, press keys with fingers;
- Use pens and pencils to record data – grasp by thumb and finger, twist with wrist/hand; and
- Use keys to unlock office and file cabinets – grasp by thumb and finger, twist with wrist/hand.

Environmental Demands

- Work under general office noise with telephones ringing, people talking, printers operating, copiers/other office equipment running; and
- Work indoors in a carpeted environment to perform office-related responsibilities.

Interested candidates should be enrolled in a business/marketing, planning or public administration program through an accredited college or university. Applications are due May 31, 2019 and are available online at www.kerncog.org.

For more information, contact:
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