



AC TRANSIT
invites applications for the position of:

Intern (Civil Rights and Compliance)

SALARY: \$12.25 - \$19.00 Hourly

OPENING DATE: 01/16/20

CLOSING DATE: Continuous

SUMMARY:

AC Transit's Civil Rights and Compliance Programs department has an immediate opening for a paid college intern. This internship provides an excellent opportunity for a student with significant coursework, interest, or experience in civil rights compliance, transportation equity, geography, public policy or administration, city planning, diversity/inclusion, adult learning, ethnic studies, legal studies, or a related discipline. This position is open to students who are currently enrolled, or will be enrolled in the Spring 2020 semester, at a Bay Area college or university. The internship is part time, up to 20 hours per week, during the school year, with the possibility of continuing in a full time position, up to 40 hours per week, during the summer. The intern will work during the regular business week at the District's downtown Oakland office. Interns receive free transportation on the AC Transit system. The position will remain open until filled and may continue beyond the Summer 2020 session depending upon approval and business need.

REPRESENTATIVE FUNCTIONS:

- Assist with developing training materials and delivering training to employees about civil rights compliance
- Carry out data analysis, including acquisition and use of U.S. Census and other types/sources of data
- Conduct and synthesize research related to equity in public transit
- Mapping and spatial analysis
- Assist with public and community engagement, including drafting materials for stakeholders
- Assist with general tasks, which may include designing or conducting surveys, creating graphics and maps, and writing and reviewing memos
- Other projects essential to the Civil Rights compliance activities of the transit agency

MINIMUM QUALIFICATIONS:

Education: You must be currently enrolled as a full-time undergraduate or graduate student in an applicable field of study at an accredited and recognized college during the Spring 2020 semester. Applicable fields of study include civil rights compliance, transportation equity, geography, public policy or administration, city planning, diversity/inclusion, adult learning, ethnic studies, legal studies; other fields of study will be considered. Proof of current enrollment is required.

Experience: Proficiency in Microsoft Suite (Word, Excel, PowerPoint). Understanding of acquisition and use of data. Experience with creation and/or delivery of training/presentations. Previous professional work experience is not required.

Desired Qualifications: Basic proficiency with ArcGIS, cartographic, and/or graphic design software. Proficiency in a non-English language such as Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, or Korean.

ADDITIONAL INFORMATION:

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office

setting operating a personal computer, keyboards, and other peripheral equipment; and possess physical mobility in order to participate in community meetings/activities.

Undergraduate student interns are paid \$16-17 per hour and Graduate student interns are paid \$18-19 per hour.

Instruction/Selection Process: Interested applicants must submit a cover letter and resume along with completing an online application through the AC Transit website at www.actransit.org. The position will remain open until filled.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.actransit.org>

Position #20-00213
INTERN (CIVIL RIGHTS AND COMPLIANCE)
MF

1600 Franklin Street
Oakland, CA 94612
510-577-8854

employment@actransit.org

Intern (Civil Rights and Compliance) Supplemental Questionnaire

- * 1. Are you a current student in a Bay Area college or university?
 Yes No

- * 2. If you move forward in this process, will you be able to provide proof of current enrollment in your college or university?
 Yes No

- * 3. Can you commit to 15-20 hours per week during the Spring semester?
 Yes No

- * 4. What is your expected date of graduation?

- * Required Question