



Internship Announcement

Position: Planning and Engagement Intern

Dates: Year-round

Compensation: \$20/hr

Fairpointe Planning is a minority woman-owned transportation consulting firm. Our team has over 26 years of experience developing multimodal transportation plans and policies using research, data analysis, and public/stakeholder engagement.

We are seeking one (1) Planning and Engagement Intern to perform the following tasks:

- Provide support to a team of transportation planners.
- Assist with inclusive and interactive public/stakeholder engagement for transportation planning projects.
- Engage in in-person, virtual, or remote community or stakeholder outreach events during the week and occasionally on weekends.
- Assist staff in collecting and preparing data to be included in planning analyses and documents.
- Assist with content creation for online presence and general project documentation.
- Support office functions, as needed.
- Gain public policy, engagement, public policy, data collection, and strategic communication skills.

Essential Duties and Key Responsibilities

- Depending on the need, Intern may be assigned to collect data at different sites around Nashville.
- Take direction from the supervisor, provide progress reports, be receptive, and apply constructive feedback.
- Gain knowledge of various public engagement and outreach practices.
- Adhere to company work hours, policies, procedures, rules and safety practices.
- Participate in training, meetings, and orientation.

Typical Skills

- Basic computer and data entry skills and familiarity with Microsoft suite of applications.
- Strong, clear oral and written communication skills.
- Demonstrate interpersonal skills including leadership, volunteerism, or other community involvement.



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Minimum Qualification

- High School Diploma/GED or equivalent plus enrolled in undergraduate or graduate communications or marketing program.
- Desire to improve transportation access and mobility for all users.
- Enthusiastic, flexible, creative self-starter able to work independently, with oversight, and in team environment.
- Eager to tackle new projects and ideas.
- Travel is required, so reliable transportation is required.
- Must be available at least 20 hours per week, in office or on project site during standard business hours and some weekends.
- Required to work in compliance with company safety policies, procedures and applicable laws.

Fairpointe Planning is an Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

How to apply

Send a resume, along with writing samples to fpadmin@fairpointeplanning.com.