



Internship, Washington, D.C.

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico and the United States. ITDP's programs focus on bus rapid transit, cycling and walking, travel demand management, parking, transport policy, shared mobility, and urban development. More information about ITDP can be found at www.itdp.org.

The Research Group under ITDP's Global Programs is seeking an intern to be based in the Washington, D.C. office. The major goals of the Research Group are to monitor progress on sustainable transportation and to translate research into easily understandable information that leads to better decision making by government officials. The intern will support these efforts through data collection and cleaning, literature reviews, and analysis.

The Intern will report to the Global Research Manager and will work with staff across all ITDP offices.

RESPONSIBILITIES

- Perform literature reviews
- Identify key data sources and make data requests
- Obtain, clean, and organize data
- Perform statistical analyses
- Create communications materials based on analysis of data
- Provide logistical support for organizing events and study tours in DC
- Administrative duties as needed
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Currently enrolled in undergraduate or graduate program in urban planning, engineering, geography, or related field
- Interest in cities, sustainable transportation, urban planning, or related areas
- Good communicator with good written, oral and interpersonal communication skills
- Capable of conducting fast-paced internet research
- Strong attention to detail and problem solving skills
- Ability to manage time efficiently, especially to discern and prioritize urgent requests

- Proficiency in GIS
- High proficiency in Excel
- Statistical analysis and SPSS experience a plus
- Proficiency in Spanish, Chinese, or Portuguese a plus
- Internship dates are September 17, 2018- May 31, 2019 with a possibility for an extension; internship is a minimum of 20 hours per week to a max of 36 hours per week depending on intern's schedule
- A stipend is available of \$300 per week for a 20 hour work week up to \$540 per week for a 36 hour work week

To apply please send a cover letter and resume to jobs@itdp.org with "D.C Internship" in the subject line. No phone calls, please.