



General Internship

Fall 2016

The Institute for Transportation & Development Policy (ITDP) is a not-for-profit organization based in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico and the United States. ITDP works to promote environmentally sustainable and socially equitable transportation policies and projects around the world, with an emphasis on developing countries. ITDP's programs focus on bus rapid transit, cycling and walking, travel demand management, parking, and urban revitalization. More information about ITDP can be found at www.itdp.org.

ITDP is seeking an Intern to work in the New York office across departments and on a variety of projects. The intern will report to the Global Research Manager and work closely with all members of the team.

RESPONSIBILITIES

- Conduct research on sustainable transport best practices and policies worldwide
- Conduct literature reviews and outreach to cities and academics to gather data
- Assist the Global, Mobilize, U.S. and Africa program in data entry, GIS mapping, creation of surveys and other tasks, as needed
- Assist with web and social media updates, as needed
- Assist with production of donor communications and grant reporting
- Assist with event planning, as needed
- Other tasks as assigned

REQUIRED QUALIFICATIONS

- Current undergraduate or graduate student or recent college grad with interest or experience in international development, sustainable transportation, urban planning or a related field
- Experience working in a fast-paced office and ability to multi-task
- Must be enthusiastic and a self-starter
- Strong writing and communications skills
- Strong internet research skills

- Must be organized and detail-oriented
- Proficiency in MS Word, Excel, PowerPoint
- Database experience
- Adobe Design Suite experience
- HTML, CMS Platform experience a plus
- Additional language skills a plus
- The internship is available immediately; must be able to work 15 hours per week in our New York office and commit through the end of December 2016; there is an option to extend the internship through 2017; hours are flexible between 9:30 am and 6 pm
- A stipend is available of \$750 per month

Please send a resume, cover letter, and writing sample to jobs@itdp.org with “General Intern” in the subject line. No phone calls, please.