



United States & Africa Programs Intern

The Institute for Transportation & Development Policy (ITDP) is a not-for-profit organization based in New York City with offices in Argentina, Brazil, China, India, Indonesia, Mexico and Washington, D.C. 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 City office with the United States and Africa programs. The intern will work closely with all members of the team to assist with technical reports for cities planning BRT corridors in the United States and Africa.

Duties and Responsibilities

- Work with team to provide technical assistance to cities planning BRT systems in the United States and Africa
- Assist with data processing in MS Excel
- Assist with data modeling in TransCAD
- Help display data in ArcGIS
- Assist with preparation of files (Word docs and images) for technical reports
- Conduct research on BRT systems

Qualifications

- Current undergraduate or graduate student with interest or experience in sustainable transport
- Experience working in a fast-paced office and ability to multi-task
- Strong writing and communications skills
- Strong internet research skills
- Must be organized and detail-oriented
- Proficiency in MS Word, Access, Excel, PowerPoint
- Proficiency in ArcGIS
- Proficiency in TransCAD, EMME, or other traffic modeling software
- Adobe Design Suite experience preferable

- Must be able to work at least 12-15 hours a week in our New York office beginning in late April 2015 and commit through August 28, 2015; hours are flexible between 9 am and 6 pm
- Stipend of \$600 a month

To apply, please send a resume, cover letter and writing sample to jobs@itdp.org with United States & Africa Programs Intern in the subject line. No phone calls please.