



TransForm Internship and Volunteer Announcements

Summer 2019

TransForm currently has multiple internship and volunteer opportunities available. Read below for more information on each position and how to apply.

Interested applicants should email internships@transformca.org with the position's title in the subject line. Include a resume and information regarding your availability. TransForm is an equal opportunity employer, and diverse candidates are encouraged to apply.

Not all internships will be paid by TransForm, because funding is available on a per-project basis. Especially for internships that are not funded, we prefer applicants who can secure academic credit and/or external sources of funding to compensate for their time.

Mobility Hubs at Affordable Housing Intern Summer 2019 TransForm seeks one full-time intern to support the [Mobility Hubs at Affordable Housing pilot project](#). **This position is funded with a stipend up to \$5,000. The chosen candidate can expect to work 20-25 hrs/week.** Responsibilities include, but are not limited to the following:

- Assist team with aspects of quantitative and qualitative data collection for a Transportation Needs Assessment survey
- Perform a variety of data management procedures (i.e., data entry, data cleaning, etc.)
- Support data analysis process to inform key findings report, including developing tables and data visuals (e.g., infographics)
- Assist with logistics for community meetings in Oakland, San Jose, Richmond, and advisory group meetings at TransForm’s office

GreenTRIP Intern Summer 2019 TransForm seeks an intern to support the GreenTRIP team with research and storytelling projects. **This position is not funded and requires a candidate who can commit to 20-25 hrs/wk.** Responsibilities include, but are not limited to the following:

- GreenTRIP Certification:
 - Track the status of projects that have been GreenTRIP Certified, e.g. Under construction, built, occupied, etc.;
 - Coordinate volunteers/staff/friends and take photos for use in Certification materials.
 - Potentially lead tours at interesting projects;
 - Potentially help prepare to update and expand the parking database
- Storytelling:
 - Update website to include recent certified projects with their story.
 - Create a look book that includes all Certified projects and an interesting story or win about each project.
 - Interview GreenTRIP staff, developers, advisors, and other champions to tell the story of the program’s impact.

Applicants should have knowledge of digital communication and storytelling trends and an ability to plan and carry out a project.

**Disrupting
Inequity –
Outreach
Interns
Summer 2019**

TransForm’s Disrupting Inequity team **seeks two or more interns for Summer-Fall 2019 (based in our Oakland office)** to assist with outreach and community engagement for our [Transportation Equity partnership](#). **These positions are funded for 20 hrs/wk.** Responsibilities include but are not limited to:

- Event planning and logistics (i.e. coordinating with venues, ordering food)
- Designing and editing print materials
- Organizing interpretation, translating documents or scheduling translation assistance
- Facilitation support for meetings, interviews, and focus groups
- Note taking and documentation of meetings and events

Applicants should have knowledge of outreach strategies in communities of color, event planning, and transportation challenges in East Oakland. Graphic design skills are a plus.

**Disrupting
Inequity —
Policy Intern
Summer 2019**

The Disrupting Inequity team seeks one **intern** for Summer 2019 in our **Oakland office. This position is funded and requires a graduate-level student who can work 20-25 hrs/wk.** Responsibilities include, but are not limited to:

- Write memos that synthesize industry news, review of academic reports, and research of best practices/equity strategies in new mobility.
- Monitor local, regional and state agency policies regarding new mobility.
- Help TransForm develop an ongoing intake process to inclusively consider ideas for pilots and partnerships with external stakeholders. Review and assess proposals against organizational priorities.
- Schedule meetings with key stakeholders and new mobility companies.

Applicants should have knowledge of data analysis and reporting, the ability to generate a literature review, an understanding of transportation equity concerns, travel behavior, congestion pricing, and trends in the new mobility industry.

**Regional events
Volunteers**

Summer/Fall 2019

TransForm seeks volunteers to support the upcoming Connecting Communities event series and Highway 101 Mobility Action Plan (MAP) community workshops. The Connecting Communities events are planned to take place in September and October, while the 101 MAP events will take place in June.

The [Connecting Communities Series](#) is a collection of events organized to foster informed civic engagement around transportation, land use, and housing policy. The series will convene hundreds of community members, policymakers, and advocates from across the region for conversations with some of the leaders and innovators in the field.

The purpose of the [US-101 MAP project](#) is to develop policy changes and programs to maximize the impact of planned infrastructure and mobility projects and address inequitable mobility outcomes along the US-101 corridor from San Jose to San Francisco.

If interested, please send your availability to volunteer@transformca.org with “**Events Volunteer**” in the subject line.

**Safe Routes to
Schools Event
Volunteer**

Summer/Fall 2019

The Safe Routes to Schools Team seeks volunteers to assist with event planning and support. Volunteers will help with bag stuffing/preparing materials for schools for International Walk and Roll to School Day (Sep) and Golden Sneaker Contest (Jan/Feb).

If interested, please send your availability to volunteer@transformca.org with “**Safe Routes to Schools Event Volunteer**” in the subject line.

**Communications
and Development
Volunteer**

Summer 2019

The Communications and Development teams **seek one part-time volunteer for Summer 2019 who can work at least 15 hrs/wk.**

Responsibilities include but are not limited to:

- Researching new funding opportunities with resources like Foundation Directory Online, and leads from development staff.
- Contact and data management in Salesforce
- Finding relevant events to post on our website
- Helping in-person at events, including program/advocacy events
- Helping track and analyze the impact of our communications and development activities
- Drafting social media posts, developing graphics
- General administrative support

If interested, please send your availability to volunteer@transformca.org with “**CAD Volunteer**” in the subject line.