



Field Assessment Intern Job Announcement & Description Civic Thread

Civic Thread seeks two enthusiastic Field Assessment Interns to play a key role in the Sacramento Regional Transit Bus Stop Improvement Plan development.

Although Sacramento Regional Transit (SacRT) maintains an inventory of all bus stops and amenities, there exists no comprehensive list of necessary or desired improvements to bus stops, amenities, or supporting pedestrian infrastructure. As part of SacRT Forward (a bus network redesign that was completed in 2019), there were also several bus route modifications that took place in SacRT's service area with the goal of serving county residents that had been previously underserved. This resulted in new bus service on corridors that in some cases do not have useable pedestrian access, including some locations that have limited sidewalk access and/or are not ADA accessible. Building on SacRT Forward, SacRT identified a need for a Bus Stop Improvement Plan.

In partnership with SacRT and the community, Civic Thread will be identifying and prioritizing bus stop improvements that are needed throughout the Regional Transit system and will then generate a Bus Stop Improvement Plan to guide investments moving forward. This position is ideal for a recent graduate or a student who is interested in planning, transportation, and/or community engagement.

About Civic Thread

Civic Thread (formerly known as WALKSacramento) is a nonprofit planning and advocacy organization that empowers institutionally underserved communities to engage in decision making to achieve healthy built environments through education, advocacy, and capacity building.

Civic Thread partners with communities as well as local, regional, and state agencies to attain health, equity, and mobility goals through strategies involving Safe Routes to School, community-based planning, strategic marketing and outreach, and technical assistance.

Civic Thread has managed Safe Routes to School programs at over 100 schools across the 6-county region and helped secure several million dollars in transportation funding through the State's Active Transportation Program. As planning and design consultants, we implement effective engagement strategies and identify creative bicycle/pedestrian solutions. As policy advocates, we work at the local and regional levels to inform and adopt smart growth and environmental justice-centered policies. We also work with developers and land use planners to ensure development is supportive of walkable, bikeable, and transit-friendly communities.

About This Position

The Field Assessment Intern will support in-field needs assessments of deficiencies and needed improvements to bus stops and supporting infrastructure throughout the SacRT system, with the opportunity to work with increasing autonomy over the course of the project. Field work will make up a substantial portion of the role. In addition to field work, this position will require close coordination with



a diverse network of organizations to support events such as walk audits and community open houses. Interns will also contribute significantly to development of SacRT's Bus Stop Improvement Plan through conducting analysis of field assessment findings and estimating costs for needed infrastructure improvements. This position offers significant exposure to community planning processes and learning opportunities in transportation and environmental justice. It also provides an opportunity to grow technical analysis and writing skills.

This posting is for a part-time assignment (approximately 25 hours per week), with funding through February 2023. **This position will require travel** and applicants **must** have a reliable means of transportation to access field sites throughout the SacRT service area.

Compensation and Benefits

- \$15 per hour
- Competitive, prorated medical expense reimbursement plan based on number of hours worked
- Paid vacation, sick leave, and holidays per calendar year (prorated based on number of hours worked)

Responsibilities

Support the Civic Thread team in:

- Planning and conducting field assessments and data collection on needed improvements and deficiencies of bus stops in the Regional Transit system
- Completing cost estimates of short-term and long-term improvements
- Contributing research, analysis, and writing to the draft Bus Stop Improvement Plan
- Communicating with members of the community about engagement opportunities through a variety of outreach methods
- Supporting planning and implementation of public open houses to share findings and recommendations

Qualifications and Skills

The ideal candidate will be a highly self-motivated individual who enjoys working independently as well as part of a dynamic small team. **No professional work experience is required for the position.** Desired qualities and skills in a candidate include:

- Experience with community outreach and/or data gathering; experience implementing innovative community engagement strategies
- Strong interest, education, or knowledge about transportation, ADA accessibility, urban design, transportation engineering/safety, community engagement, and/or public health
- Strong interest in conducting field work
- Passionate about public transit, transportation equity, and environmental justice
- Strong technical writing skills
- Strong analytical thinking skills; capable of conducting data analysis
- Experience with social media marketing and creative outreach methods
- Multi-lingual capabilities are a plus – specifically Spanish and/or Hmong



- Knowledge of Microsoft Office Suite (Excel, Word, PowerPoint)
- Knowledge of GIS a plus
- Familiarity with photography and/or videography a plus
- Must be comfortable using public transit; experience using the Sacramento RT system is a plus
- **Must have access to a reliable means of transportation.** This position will require travel throughout the Sacramento Metropolitan area. Position will require a substantial amount of walking and biking or driving, which may take place in hot weather and on high-traffic roads.

Application Deadline: Sunday, February 13, 2022 by 11:59p.m.

If your application is chosen to advance to the next round, we will reach out to you requesting you complete a Field Assessment Intern **Capabilities Test**, which you will have one week to complete. Those who advance will then be invited to interview via Zoom. We expect to hold interviews in early March.

To apply, please send 1) a resume and 2) a cover letter to contact@CivicThread.org.
Use the subject line: **Field Assessment Intern Application – Last name, First name**

Civic Thread is an “at-will” and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression), marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. Persons of color, LGBTQ+ people, persons with disabilities, persons who have lived in poverty, ex-offenders, and people fluent in more than one language are strongly encouraged to apply.