

**To:** To Whom it May Concern  
**From:** Cindy Gray, AICP, Executive Director  
**Date:** January 3, 2019  
**Re:** Intern Position

**Position: Planning Intern.**

Position duties will include some or all of the following:

- Assist Metro COG with the collection of field data and field observations for Metro COG's Fargo Safe Routes to School Plan
- Assist Metro COG with collection, analysis, and maintenance of data and other information used for roadway studies, transit studies, comprehensive plans, metro-wide reports, and/or any other special projects.
- Assist with Metro COG's traffic counting and bicycle/pedestrian counting activities. This could include field observations & counts, counts via recorded video, and/or setup of various counting equipment.
- Assist Metro COG by providing support to Metro COG's various committees. This could include meeting notes, agenda packet preparation, and/or any other meeting and committee assistance.
- Assist Metro COG with events and agency outreach. This could include public meeting assistance, workshop/conference assistance, and/or assistance with other Metro COG-related events.
- Assist Metro COG with organization of records, physical and electrical filing, and other similar activities.
- Assist Metro COG with other duties as assigned.

The length of the internship as currently authorized is for the remainder of 2019; however, many of the needs for the position will occur in the spring of 2019. The exact duration and compensation of the internship would be finalized upon selection of a preferred candidate.

**Minimum Qualifications:** Undergraduate or graduate level; experience or course work in political science, planning, engineering, public relations, geography, or related field.

**Time:** 16 to 32 hours per week

**Wage:** \$15 per hour depending on qualifications. No benefits. Mileage for field work is reimbursed.

**Contact:** Interested individuals should send a resume with a cover letter. Please state availability and intent to work in the cover letter. Send to Cindy Gray, Executive Director, FM Metro COG, 1 2<sup>nd</sup> Street N, Suite 232, Fargo, ND 58102; or email to [gray@fmmetrocog.org](mailto:gray@fmmetrocog.org).

**Application Closing Date:** January 30, 2019 at 4:30 PM.