



transpo

*south bend public
transportation corporation*

2017 Internships

Organizational Planning Intern will be responsible for researching and developing Standard Operating Procedures and assisting with process mapping and overall organizational planning.

Responsibilities include, but are not limited to:

- Researching best practices for Standard Operating Procedures (SOPs)
- Assist management with defining goals, scope and methodology
- Develop and prepare SOP documents
- Identify processes to be mapped and value streamed

Qualifications:

- Self-motivated and reliable
- Ability to work both independently and as a team
- Proficient in Microsoft Office
- Experience in transportation or planning is a plus

Operations Intern will work with the Administration and Operations staff on key projects and initiatives.

Responsibilities include, but are not limited to:

- Assist with daily service delivery as needed
- Assist with ridership analysis and report preparation as needed

Qualifications:

- Self-motivated and reliable
- Ability to work both independently and as a team
- Excellent verbal and written communication skills
- Proficient in Microsoft Office
- Experience in transportation, planning or logistics is a plus

Internship positions are paid (EARN Indiana eligible), full-time, 40 hours per week. Interested candidates may apply online at indianaintern.net.