

Outreach Coordinator Internship Description

Position Summary:

The Denver South Transportation Management Association (TMA) Outreach Coordinator Intern is a temporary position. This person will be responsible for developing and administering a community outreach program. This is a unique opportunity for an individual to gain valuable field-experience in community engagement and public relations. The Outreach Coordinator Intern will report to the Director of Transportation Demand Management (TDM) Programs, Public Information Officer/Director of Community Engagement and the TMA Executive Director.

Responsibilities:

The Outreach Coordinator Intern's primary responsibilities are to build strategic relationships with local area employers, conduct a variety of outreach activities and participate in various community events. The primary goal of this position is to increase awareness regarding commuting options using alternative modes of transportation, with the result of reducing Vehicle Miles Traveled. Through increased awareness, the TMA hopes to improve the air quality as well as lessen pollution and congestion in the Denver South Corridor. The responsibilities of the Outreach Coordinator Intern will include, but are not limited to the following:

- Promote, educate and market transportation programs to local businesses, organizations and groups. This may include:
 - Conducting on average 10-20 new contacts to employers within the TMA boundary per week, typically through cold calling.
 - Interviewing employees and designing custom commute plans based on their chosen mode of transportation.
 - Providing employees with educational and informational materials regarding their daily commute.
 - Developing and giving presentations on various regional transportation options, new initiatives and ongoing projects.
 - Conducting Transit Fairs to promote the use of alternative transportation and to educate employees on their choices.
 - Attend/staff booth at various community events (some weekend and evening work may be required).
- Maintain Customer Relationship Management (CRM) database.
- Assist with ongoing Employee Surveys & Reporting.
- Attend various monthly and quarterly events for Transportation Coordinators.

The Outreach Coordinator Intern's work will be fully integrated into the larger work plan of the Denver South TMA and Denver South EDP. He or she will regularly complete



various administrative duties as well as partner with staff on events and projects. These may include, but are not limited to:

- Partnering with the Program Director to plan, coordinate and staff outreach events.
- Partnering with the Program Director for Bike to Work Day related activities.
- Working with TMA staff on community events, employer-focused meetings, etc.
- Assist in management and administration of TMA grant programs.
 - Partnering with TMA accountant to ensure all billable hours are submitted accurately and in a timely manner.
- Light reception, clerical work and other office duties as assigned.

Qualifications:

- Working towards a Bachelor's Degree in marketing, communications, business, non-profit management, or other related field.
- Marketing and communications or sales experience a plus.
- Proficiency in Microsoft Office Suite including Word, Excel and PowerPoint. Knowledge in Adobe Create Suite a plus.
- Professional demeanor, self-starter, ability to work independently and take initiative.

Job Specifications:

- 6 month-1 year commitment, dependent on individual's availability.
- Work approximately 16 hours per week, Monday through Friday, with flexibility of 8 to 40 hours per week, dependent on the individual's availability.
- Attendance at meetings before and after business hours is occasionally expected and required.
- A valid driver's license and use of a personal, reliable vehicle is required for frequent local travel.
- Ability to lift up to 15 pounds.

Compensation:

- \$20.00 per hour
- Mileage Reimbursement

Application Process:

- Please submit a resume and cover letter to alex@denversouthedp.org.
- The position will be open until filled.

About Denver South TMA:

The Denver South Transportation Management Association (DSTMA) is the coalition of like-minded public and private entities banded to identify and introduce transportation solutions designed to spark mobility, ignite economic development and bolster the positive image the Denver South Corridor celebrates.



DSTMA is comprised of multiple local governments including Arapahoe County, Douglas County, City of Greenwood Village, City of Centennial, City of Denver, City of Lone Tree; the Centennial Airport, along with our allegiance with the Southeast Public Improvement Metropolitan District (SPIMD) and the business community represented by the Denver South Economic Development Partnership (DSEDP).