

One Less Car Research Intern

One Less Car has an opportunity for an intern to learn first hand about the world of alternative transportation. Check out OLC's website at www.onelesscar.org to learn more about our organization.

Responsibilities:

- Research, analyze, and summarize information on Carpool programs and websites and provide feedback to the Executive Director and Committees through both written and oral reports
- In reviewing the Alternative Transit sites and programs in more detail, the researcher may call or write to the program(s) to get clarification on unexpected problems or benefits with their operations and effectiveness

To assist the Executive Director in coordinating with major employers in implementing a new pilot smart transit plan and program

- To assist with other One Less Car projects on an as-need basis

Requirements:

- Bachelor's or Master's Degree candidate
- Interest in the work of non-profit organizations
- Strong analytical skills
- Ability to work with diverse groups
- Excellent verbal skills
- Ability to write clearly and concisely
- Able to use Microsoft Office
- Strong research skills - both library and web-based
- Courteous, proactive and professional

To apply for the position, please send a cover letter with resume and a list of three references to:

Carol Silldorff
Executive Director
One Less Car
carol@onelesscar.org
410-960-6493

Detailed Intern/Work study job description:

1. Review current alternative transit programs locally and nationally. (use a comparative matrix or database)
2. Report on the successes and difficulties they have had in implementation.
3. Create a database or spreadsheet to enter relevant data. Maintain this new database.
4. After reviewing findings with the Director, contact organizations with a follow-up survey or telephone call.
5. Outline recurring themes or issues with the Director.
6. Suggest various methods to improve their processes while also highlighting areas where they are doing an exceptional job.
7. Assist Executive Director, as needed, in implementing a smart transit pilot program. .
8. Prepare a list of suggested potential sources of funding/assistance and/or contracts.
9. Prepare briefing materials for board presentation and for the next intern/workstudy student.