



goBerkeley SmartSpace Pilot Program Internship

The City of Berkeley Department of Public Works Transportation Division is hiring an intern to support the Parking Services Group. Parking Services manages public parking in commercial and residential areas, including over 3,800 paid on-street parking spaces and three (3) off-street parking garages. This 19 hour-per-week paid intern position will support the grant-funded goBerkeley SmartSpace pilot program, which will test ways to reduce pollution associated with drivers doing the “two-hour shuffle” to avoid posted time limits in residential pilot areas south of the UC Campus, among other parking programs and initiatives.

The SmartSpace pilot program will test demand-responsive paid parking and longer time limits for visitors without Residential Preferential Parking (RPP) permits in a portion of the Southside neighborhood, new parking permits for employees in the Elmwood commercial district, and facilitation of a transit pass program for local employees in both areas. Core duties for the intern will include community outreach, parking data collection and analysis, drafting sections of reports, supporting the pilot’s transit pass program, and other tasks as assigned.

The goBerkeley SmartSpace Intern will report to the Parking Services Manager in the Transportation Division of Public Works. Interested candidates should email Gordon Hansen, Senior Transportation Planner at ghansen@cityofberkeley.info with a brief statement of interest and their resume **by Friday, June 17**. Candidates should also be prepared to share GIS and Adobe Creative Suite work samples if applicable. The position is located in the City of Berkeley Department of Public Works offices at 1947 Center St in downtown Berkeley, CA. Remote work options are available.

Duties for the goBerkeley SmartSpace Intern include but are not limited to:

- Conduct public outreach for parking programs and initiatives
- Conduct field surveys and perform analysis using Excel and/or ArcGIS
- Conduct research and respond to public inquiries
- Draft sections of memos, reports, etc., regarding the pilot or other parking programs
- Draft public communications, such as flyers, workshop materials, etc.
- Attend and take notes at public meetings

Required Skills:

- Microsoft Office Suite – Word, Excel, PowerPoint, Outlook
- Adobe Acrobat
- Clear and professional communication in a customer service environment
- Accomplish a variety of intern-level tasks under deadline within part-time schedule

Desired Skills: ArcGIS; Adobe Creative Suite – InDesign, Illustrator

Please note: candidates must be enrolled full-time or part-time in an accredited college or university in an undergraduate, graduate, or doctoral degree program to qualify for this position.