



Internship - Public Transit Consulting

Responsibilities

In 2012, we formed Four Nines Technologies around a shared commitment to provide excellent service to public sector organizations. We focus specifically on the public transit field and provide consulting services to clients across the country.

We are looking for a self-motivated graduate student (outstanding undergraduates and recent graduates will also be considered) who is interested in gaining exposure to a variety of fields in public transit consulting. The selected intern will work closely with all of the Four Nines team members to deliver services to public transit clients. In this role, the intern will meet with clients, and gain an understanding of the public transit agency and the work to be performed on specific projects. The intern will work with the Four Nines project manager to create, revise, and deliver the appropriate reports and analyses required by each project. The intern must have the discipline to work in a remote environment.

Projects Could Include

- Fare policy studies to help transit agencies evaluate the products they offer to riders, what they charge for these products, and how that impacts revenue and ridership at the agency
- Technology projects to assist agencies in designing, procuring, and implementing the systems used to operate their services including fare collection systems
- Projects related to asset management, business process reviews, performance assessments, and transportation planning

Customer Focused Activities

- Report creation and management (e.g., Strengths, Weaknesses, Opportunities, and Challenges reports, Peer Reviews, Concept of Operations for new technology systems, etc.)
- Industry research and analysis on areas of interest to the client
- Attendance at project meetings with the client(s)

Internally Focused Activities

- Assist in the creation of proposals for new client projects
- Administrative support for the team

- Industry research and analysis support on areas of interest to the company
- Review of internal processes and procedures for opportunities to streamline or clean them

Knowledge, Skills, & Abilities

- Excellent communication skills (written and oral) to effectively coordinate with project team, internally and with clients
- Ability to prepare presentations, project documentation, and reports using Google Drive Suite
- Capabilities in data analysis and problem solving
- Collaborative and interested in helping clients develop solutions

Required Experience

- Bachelor Degree in Planning, Engineering, Information Technology, Business Administration, Economics, or related field (Experience will be considered in lieu of education)

Job Location

- Remote
- Preference for applicants located in the Seattle, WA area (site of major client)

Position Type

- Internship
- Paid, starting at \$25/hour, commensurate with experience
- Available 10+ hours/week, the work schedule will be flexible
- Flexible start date

Applicants

To apply, please submit a resume along with a cover letter (~1 page) detailing how your background meets the desired skills/characteristics, what excites you about transit including any specific interests you have in this field, and your ideal work environment and learning style. Email your resume and cover letter as a single PDF to jobs@fourninestech.com.

Four Nines is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.