The Sacramento Area Council of Governments (SACOG) is seeking qualified candidates for a paid Planning and Outreach Student Intern.

**SALARY:**
$11.60-$18.80/hour

**FINAL FILING DATE:**
Open until filled.

**EXAMPLES OF DUTIES:**
- Regional and community level research
- Analysis and review of transportation and land use data and planning documents
- Project coordination and management
- Attending internal and external meetings
- Meeting coordination (reservations, payments, set up, transit route planning)
- Updating contact lists
- Drafting and placing public notices
- Responding to email, phone and other requests for information
- Resident and community-based organization outreach
- Other duties as assigned

**QUALIFICATIONS:**
- Enrolled in fourth year of undergraduate program or current graduate student
- Strong verbal communication skills
- Strong writing skills
- Experience in community organizing and event coordination
- Excel & Microsoft Word proficiency
- Accuracy and attention to detail

**DESIRED QUALIFICATION:**
- Second language speaker, Chinese and Spanish preferred

**INTERESTED?**
This position is a student intern position available until approximately the end of December, 2014. Hours will be 20 - 40 hours per week as needed.

**WHAT IS SACOG?**
The Sacramento Area Council of Governments (SACOG) is a voluntary association of local governments formed by six counties, El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba, and twenty-two cities within those counties.

**WHAT IS THE PURPOSE OF SACOG?**
As the Metropolitan Planning Organization for the region, SACOG provides transportation planning and funding. In addition to preparing the region’s long-range transportation plan and determining how to invest state and federal transportation funds, SACOG serves as an advisory agency to local government on matters of inter-jurisdictional concern, and has developed a comprehensive planning program in the areas of transportation, transit, air quality, affordable housing, aviation, and land use. SACOG also operates the Rideshare program and the motorist-aid call-box program. Interested applicants are urged to review our website at www.sacog.org for further information.

**TO APPLY:**
Complete a SACOG application at [www.sacog.org](http://www.sacog.org) and submit a completed application, resume and cover letter to employment@sacog.org.