

# LRPC Natural Resources and Transportation Intern's Potential Responsibilities

The Lakes Region Planning Commission (LRPC) provides several transportation and natural resources data collection services to its member communities from late spring through early fall. These include Traffic Counting and elements of the Statewide Asset Data Exchange System (SADES) such as Road Surface Management Systems (RSMS) and Stream Crossing and Culvert Assessments. We also provide a variety of planning and GIS mapping services.

- Participate in training to learn the skills and protocol for collecting field data.
- Work as part of a two-person team to set up traffic counters and download data on a weekly basis.
- Collect field data utilizing GPS, iPad, or tablet. Depending on the project this might be done as part of a team while driving roads or in and around streams and wetlands (waders provided).
- Maintain equipment.
- Other duties may include:
  - Help prepare for and participate in preliminary, interim, and final meetings or correspondence with municipal officials, such as the Road Agent or Town Administrator.
  - Assist in mapping and analyzing data using GIS mapping technology.
  - Assist with transportation or watershed planning efforts, hazard mitigation planning updates, or solid waste/household hazardous waste projects.
- To the extent possible, assigned projects will be related to an intern's area of interest.

## Intern Qualifications, Qualities, and Expectations

- Ability to work as part of a team, both in the field and in the office
- Ability to work independently with occasional meetings to review work and provide direction moving forward
- Strong interpersonal and communication skills
- Ability and willingness to refer to resources, troubleshoot, and seek assistance when necessary
- Positive attitude; team player

- Flexibility as it pertains to task assignment. While interns are often expected to immerse themselves in one project, there are also times when they are expected to shift to another for a period of time.
- Knowledge of or ability to learn to use data collection tools and software
- Working knowledge of Word and Excel software.
- Ability to concisely analyze, write-up, and verbally articulate project summary statements
- Valid driver's license and good driving record
- Ability to work out of our Meredith, NH office and attend occasional night meetings
- Interns are expected to dress appropriately for office or field work
- Interns are expected to assist with at least one of the annual Household Hazardous Waste Collection Days (July 31 and Aug. 7).
- Open to undergraduate or graduate students
- Other preferred but not required experience which could lead to other opportunities with the organization include:
  - Working knowledge of ArcGIS 10 or ArcGIS Online software:
    - experience in designing and making maps
    - use of ArcGIS StoryMaps
    - use of Business Analyst software
  - Ability to collect and research topics and present findings in an organized and visually appealing manner

## **Benefits of the Internship**

- Gain training in the use of field data collection and assessment of municipal infrastructure using statewide protocols, tools, and software
- Acclimate to the professional office environment and attaining real world experience
- Opportunity to work between the public, nonprofit, and private sectors
- Opportunity to do work with social, economical, and environmental impacts
- Exposure to marketing and public information campaigns
- Learn about community relationship management and its impact on a successful project implementation
- Gain direct experience in many aspects of regional planning
- Mentoring from highly experienced regional planners

## **How Students Apply**

Students will send a brief cover letter and resume to the LRPC Executive Director via email. Jeffrey R. Hayes, MRP, Executive Director, Lakes Region Planning Commission, [jhayes@lakesrpc.org](mailto:jhayes@lakesrpc.org).

Intern candidates may be interviewed by phone, videoconference, at our Meredith office, and/or on-campus under some limited circumstances where transportation is not available. Interns may be unpaid or paid depending on skill and experience level, level of self-motivation, ability to work independently, and ability to work from Meredith office.