



**JOB TITLE:** Planning Intern

**REPORTS TO:** Kansas City Streetcar Authority Planning & Operations Manager

**TYPE:** Full Time (Summer) Intern

**HOURLY RATE:** Undergraduate Student: \$17.50; Graduate Student \$20.00

**OVERVIEW:**

The KCSA is a 501C-3 organization responsible for overseeing and supporting the operation, maintenance, marketing, public outreach, and expansion of the KC Streetcar system and is hiring for summer intern positions.

The Kansas City Streetcar Authority (KCSA) is seeking a Planning Intern to support planning and operations activities of the KC Streetcar. This position will support daily operations activities of the existing 2-mile rail transit line in downtown Kansas City, in addition to supporting extensions of the KC Streetcar system.

The Planning Intern will work directly with the Planning and Operations Manager to support day-to-day operations of the current system. This position will also support current KC Streetcar extensions to the north to the Berkley Riverfront and south to the University of Missouri-Kansas City (UMKC). This position will also support early planning activities for future system expansion.

Activities may include, but are not limited to, data analysis and reporting; service and operational analysis; corridor economic and investment tracking; community planning and stakeholder engagement; infrastructure assessment; and day to day data requests.

This is an in-person internship for the summer of 2024 for approximately four months. Applicants should expect to work within standard work hours Monday - Friday between 8:00 AM and 5:00 PM for up to 40 hours per week.

**POTENTIAL DUTIES & RESPONSIBILITIES:**

The following represents anticipated functions of this position. Additional duties or projects may also be assigned.

- Work closely with system partners including Herzog Transit (operations contractor), the City of Kansas City (KCMO), the Kansas City Area Transportation Authority (KCATA), Port KC, the FTA, and other project partners as needed.
- Develop and produce operational reports, analysis, and findings related to system performance and condition. Provide ridership analysis and support potential on-board surveying. Support system reporting requirements and requests.
- Support system expansion activities including supporting the Main Street Extension, the Riverfront Extension, and additional expansion efforts. Inventory current corridor conditions and develop an economic baseline report and potential tracking system.
- Support asset management and infrastructure management through data analysis, mapping, and/or GIS.
- Assist marketing and communication efforts, working closely with other summer intern position(s).
- Support on-going operational planning and the pursuit of continuous improvement.

**MINIMUM QUALIFICATIONS REQUIRED:**

A qualified candidate is a student in Urban Planning, or related field and/or an interest in transportation or transit planning. Preference for a graduate student in Urban Planning or related field. A strong working knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint) is required and a working knowledge and proficiency in GIS and the Adobe Creative Suite is strongly encouraged. Candidates should have an interest in transit planning, transit operations, and local government.

Strong social and communication skills are required as the candidate may be asked to communicate with diverse groups, riders, stakeholders, partner agencies, elected officials, and the general public. Candidates should be self-motivated, able to manage multiple projects and deadlines, and have a desire for continuous improvement.

**REQUIRED LICENSES OR CERTIFICATIONS:**

None

**KNOWLEDGE AND SKILLS:**

- Knowledge of the principles and practices of urban and regional planning, transportation planning, environmental planning, and community planning and/or other related disciplines.
- Knowledge of the principles of research and standard statistical procedures.
- Analytical abilities necessary to collect, integrate and interpret data from various sources, to produce information and reports, and to develop, evaluate, and present planning information and analysis.
- Interpersonal skills necessary to develop and maintain effective working relationships.
- Effective verbal and writing communication skills to accurately and succinctly summarize technical data.
- Skill in modern computer programs and applications including spreadsheets, presentations, databases, word processing, and geographic information systems.

**WORKING CONDITIONS:**

- This job operates in a professional office environment (located at 600 E. 3rd St, KCMO), as well as some time in the field along existing and planned streetcar alignments.
- The role routinely uses standard office equipment including computers, phones, copiers, etc.
- Monday through Friday from 8:00 AM to 5:00 PM for up to 40 hours.
- Travel within the metropolitan area may be required.
- This position requires medium physical effort and the ability to occasionally exert up to 35 pounds of force and regularly exert up to 20 pounds of force.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Must possess current legal authorization to work in the United States and not require sponsorship now or in the future (i.e., H1-B, F-1, or TN visas or any other non-immigrant status).

**HOW TO APPLY:**

Interested candidates should submit a resumé and cover letter online at [KC Streetcar Summer Internship](#).

Applications will be accepted until [closing date]. For questions, email [info@kcstreetcar.org](mailto:info@kcstreetcar.org)

For more information about the KC Streetcar, visit [www.kcstreetcar.org](http://www.kcstreetcar.org), or find KC Streetcar (@kcstreetcar) on YouTube, Vimeo, X, Facebook, and Instagram.

**EEO STATEMENT:**

The KCSA is an equal opportunity employer.