

**Closes:** This position will be open until filled, with applications reviewed on an ongoing basis beginning February 8<sup>th</sup>.  
**Status:** Part-time; approximate three months, 10 hours per week with a possibility to extend.  
**Salary:** This is an unpaid position.  
**Location:** Puget Sound Regional Council, downtown Seattle, Washington.

<p><b>PSRC</b></p>	<p>The Puget Sound Regional Council (PSRC), established in 1991, is a regional planning agency with a mission to enhance the quality of life in the central Puget Sound region. PSRC is an association of cities, towns, counties, ports, and state agencies that serves as a forum for developing policies and making decisions about regional growth, economic, and transportation issues in the four-county region. It is the designated Metropolitan Planning Organization for the region and the Regional Transportation Planning Organization under Washington State law. For more information, visit <a href="http://www.psrc.org">www.psrc.org</a>. PSRC is an equal opportunity employer.</p>
<p><b>The Position</b></p>	<p>The PSRC is seeking an intern to assist in data analysis to support the Regional Transportation Improvement Program database. The intern will analyze transportation project information and assist in the collection and assignment of supporting data. Possible task examples might include the characterization of project by type and researching individual projects' financial histories.</p>
<p><b>Desired Qualifications</b></p>	<p>Applicants should possess:</p> <ul style="list-style-type: none"> <li>• Technical proficiency at working with data and creating charts.</li> <li>• Technical proficiency and working knowledge of a range of computer applications, especially Microsoft Excel and Access. Knowledge of SQL query language is preferred but not required.</li> <li>• An interest in transportation programming and the development of regional transportation projects.</li> <li>• Excellent technical, analytic, organizational, and oral and written communication skills.</li> <li>• Strong organizational skills.</li> <li>• Ability to communicate and work effectively with a project team, as well as complete tasks independently in a timely manner with limited supervision.</li> <li>• Knowledge of basic data analysis techniques.</li> </ul>
<p><b>Minimum Qualifications</b></p>	<p>Applicants must be enrolled in or recent graduates of a bachelor's degree program for Economics, Urban Planning, Public Policy, Business Administration, Geography or related field or any combination of education and experience that would provide the applicant with the skills, knowledge and ability required to perform the job.</p>
<p><b>To Apply</b></p>	<ul style="list-style-type: none"> <li>• <b>To be considered, applicants must submit a cover letter, resume, and completed, signed PSRC application.</b></li> <li>• The voluntary, confidential Equal Employment Opportunity form is appreciated for applicant tracking purposes.</li> <li>• For application materials, please visit <a href="http://www.psrc.org/about/careers">http://www.psrc.org/about/careers</a>.</li> <li>• Completed materials can be emailed to <a href="mailto:hrdept@psrc.org">hrdept@psrc.org</a>, faxed to 206-587-4825 or mailed to: Puget Sound Regional Council, Attn: HR, 1011 Western Ave, Suite 500, Seattle, WA 98104</li> </ul>