



**FLAGSTAFF METROPOLITAN  
PLANNING ORGANIZATION**  
CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

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[www.flagstaffmpo.org](http://www.flagstaffmpo.org)

**Flagstaff Metropolitan Planning Organization  
FMPO Internship, NAU Spring Semester 2009**

- Supervisor: Meg Roederer, Administrative Specialist, (928) 226-4849  
For more information email [mnroederer@ci.flagstaff.az.us](mailto:mnroederer@ci.flagstaff.az.us)
- Hours: Flexible, maximum of 10 hours per week. Non-pay internship. Class credit may be available.
- Required Skills: Strong Writing skills; effective communication style; computer skills, most importantly Microsoft Office Suite; layout/production background for brochure and other promotional materials. Reliable and positive attitude a must!
- Other: Professional attire and conduct required.  
All projects produced with intern assistance may be used for intern portfolio.  
Job requires a high level of independence.
- Duties: Assist in writing and submitting articles to local, state, national and trade publications in order to promote awareness and importance of the FMPO and transportation planning.  
Research, write and edit articles and press releases to be submitted to a variety of outlets and mediums.  
Accompany supervisor to one or more public meetings such as the Executive Board and Technical Advisory Committee.  
Assist in development and distribution of the FMPO e-newsletter.  
Assist in development and organization of promotional materials.  
Assist with FMPO website maintenance and development.  
Update and maintain stakeholder contact lists/database as needed.  
Assist with coordination of events which includes donations, sponsorships, invitations, posters, facility reservations, etc.  
Perform other duties of varying difficulty under direction of staff, including occasional work in other departments, phone coverage and mailings.
- Miscellaneous: Please bring writing samples and/or portfolio.