



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

Office: 100 West Birch Avenue ♦ Flagstaff, Arizona 86001

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www.flagstaffmpo.org

Flagstaff Metropolitan Planning Organization FMPO Internship, NAU Summer 2009

- Supervisor:** Meg Roederer, Administrative Specialist, (928) 226-4849
For more information email mroederer@flagstaffaz.gov
- 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; Knowledge of social media (Twitter/FaceBook/YouTube); Development of 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.