**Transportation & Political Affairs Grassroots Assistant: Fall 2016**

The Georgia Transportation Alliance was founded as an affiliate of the Georgia Chamber of Commerce in 2011. GTA is Georgia’s first organization focused solely on long-term transportation solutions related to economic development, traffic congestion, safety, and our fast-growing logistics industry.

This fall we are looking for an intern to assist with GTA webinars, attend GDOT committee meetings and board meetings, help manage earned media and social media, assist with GTA fall retreat, and assist with GTA Study groups.  We are offering an unpaid internship opportunity, available immediately, to assist the organization in achieving this development effort.

Position Title: Transportation Policy Assistant

Reports to: Executive Director, Georgia Transportation Alliance

Position Dates: August-December 2016; Flexible

Hours: 2-3 days per week (flexible), 20-25 hours per week.

Prerequisites: Senior undergraduate and graduate students preferred.

Behavioral traits, attitudes, and skills required

The candidate must be self-directed and experienced in identifying next steps and implementing a plan to achieve a set goal. The ideal candidate will also:

* Have strong writing and research skills
* Be able to work independently, with high attention to detail
* Be thoughtful and responsive, a high level of professionalism
* Have a positive attitude and strong relationship building skills
* Be skilled handling multiple assignments and projects

What are the most essential work activities in this job?

* Research, writing and communication with members and stakeholders
* Helping organize GTA Webinars
* Attending meetings and receptions on GTA’s behalf
* Manage social media

Duties & Responsibilities:

* Collecting and aggregating data
* Making arrangements for meetings and roundtable discussions, taking minutes

Who are the primary people contacts in this job?

* Georgia Chamber staff
* GTA Board of Directors
* Transportation companies and agency contacts
* Legislative staff

Benefits

* The opportunity to participate in the formative stages of a major advocacy effort
* Exposure to a tremendous amount of technical and policy knowledge relative to the transportation and infrastructure industries.
* Parking and expenses reimbursed while on Alliance business
* Credit hours upon agreement and documentation by sponsoring institution

To Apply:

Visit [www.gachamber.com/Careers.careers.0.html](http://www.gachamber.com/Careers.careers.0.html) to download an application. In addition to the application, candidates must include:

* Resume and cover letter
* A reference from an instructor, advisor or other non-relative (or indicate one is being sent by a reference).
* A brief writing sample of no more than five pages. This may be a whitepaper or selection from a longer piece written for class, a school newspaper, etc.