TRIANGLE WEST
Transportation Planning Organization

Transportation Planning Internship Program

Introduction and Purpose

The Transportation Planning Internship Program, administered by the Triangle West Transportation Planning Organization (TPO), provides work experience and learning opportunities for students attending a college or university in North Carolina who have the desire to work in the field of urban and regional planning, specifically transportation planning.

The program provides exposure to all aspects of a transportation system, allowing interns to gain experience in regional transportation planning including long-range planning, bicycle and pedestrian planning, and corridor planning, etc. Additionally, the Transportation Planning Internship Program is designed to strengthen critical skillsets required of urban planners such as outreach and engagement, geographic information systems, technical writing, public speaking, etc. The Internship Program also assists with developing a pool of qualified urban planners for the future of the transportation planning field.

Interns work approximately 12 weeks part-time, with flexible hours from 15-37.5 hours per week during the fall, spring, and summer semester. The Transportation Planning Internship is available three times a year: a summer-fall internship with a start date in the summer, a fall-spring internship with a start date in the fall, and a spring-summer internship with a start date early in the spring semester.

The TPO's office, based in Durham NC, currently operates under a flexible, hybrid work policy. This position, while housed at Central Pines Regional Council (CPRC), will report to the Triangle West TPO Executive Director.

How To Apply:

If you want to apply for the Transportation Planning Internship with Triangle West, please email your resume and cover letter to employment@centralpinesnc.gov with the subject line of "Triangle West TPO Transportation Planning Intern Position". Additionally, please fill out the "Skillset Evaluation Form" at the end of this job posting.

The internship is available three times a year: a summer-fall internship with a start date in the summer, and fall-spring internship with a start date in the fall, and a spring-summer internship with a start date early in the new year. The application deadline for the summer-fall internship is March 1st. The application deadline for the fall-spring internship is May 1st. The application deadline for the spring-summer internship is November 25th. Applications will be reviewed on a rolling basis.

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Position Description

Title: Transportation Planning Intern
Location: Hybrid – 4307 Emperor Blvd, Suite 110, Durham NC, 27703 with remote work flexibility
Commitment: Approximately 20 hours per week with a maximum of 37.5 hours a week, full academic year (Fall–Spring, Spring-Summer or Summer-Fall)
Compensation: $20 per hour

Summary

The Research Triangle of North Carolina is one of the fastest growing areas of the country. The Triangle West TPO is the regional transportation planning agency in the western Triangle. The TPO is responsible for planning and programming all modes of transportation including highways, public transit, freight, bicycles, and pedestrians. Our TPO is forward thinking, and our work is regionally based, but community focused. We provide training, support and mentorship to develop our staff. We formulate and implement plans that will improve life locally and ensure that these plans reflect our member communities' collective vision.

The Triangle West TPO Transportation Planning Intern will support staff in advancing regional transportation planning initiatives. Work will include research, data analysis, GIS mapping, public outreach, and other tasks that contribute to long-range transportation plans, bicycle and pedestrian studies, transit, and corridor planning projects. Interns will have opportunities to participate in stakeholder meetings, public engagement events, and interagency coordination activities.

Essential Duties and Responsibilities

- Assist in the development and review of transportation planning documents and studies.
- Conduct GIS analysis and create maps to support planning projects.
- Support public engagement activities, including preparing presentation materials, assisting at outreach events, and summarizing public feedback.
- Research transportation-related topics, policies, and best practices.
- Draft written materials such as technical memos, meeting notes, and project summaries.
- Assist with project data collection, including traffic counts, pedestrian counts, and survey data.
- Collaborate with staff to track and report on project progress.

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Preferred Qualifications

Education: Currently enrolled as an undergraduate or graduate student in Urban and Regional Planning, Geography, GIS, Political Science, Civil Engineering, or a related field.

Skills:

- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with ArcGIS or similar GIS platforms.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Attention to detail and strong organizational skills.
- Demonstrated interest in transportation planning, public policy, or community development.

Professional Development Opportunities:

- Goal setting and skills assessment at the start of the internship.
- Regular feedback and mentoring from experienced planning professionals.
- Exposure to all stages of transportation planning projects—from concept to implementation.
- Networking opportunities with local and regional transportation professionals.

While we have a flexible work environment that allows for hybrid work arrangements, we do not believe that this role can be served by an employee who does not live within a reasonable commute from our offices in Durham, North Carolina.

Our Organization

Central Pines Regional Council is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.

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Skillset Evaluation and Goalsetting

Transportation Planning Internship – Goals & Skills Assessment

Name: _____ Date: _____

School / Program: _____

Year in School: ☐ Undergraduate ☐ Graduate ☐ Other: _____

1. **Area of Practice You Are Most Interested In**

   Which area(s) of transportation planning or related work do you want to explore most during this internship?

   (Check all that apply and/or add your own)

   ☐ Long-range transportation planning
   ☐ Bicycle & pedestrian planning
   ☐ Transit planning
   ☐ Corridor studies
   ☐ Public engagement / outreach
   ☐ GIS mapping & spatial analysis
   ☐ Policy & program development
   ☐ Data collection & analysis
   ☐ Other: _____

2. Skill You Have but Want to Strengthen

Describe one skill you already have that you'd like to improve or refine during the internship:

_____

_____

3. Skill You Want to Acquire

What is one new skill you would like to learn or gain exposure to through this internship?

_____

_____

4. Your Goal for the Internship

What do you hope to accomplish by the end of the internship? This could be a project you want to complete, a type of experience you want to gain, or a professional outcome you're aiming for.

_____

_____