



Job Title: Transportation and Community Planning Intern

Location: O'ahu Metropolitan Planning Organization, 707 Richards Street, Suite 200, Honolulu, Hawai'i

Hours: 15-19 hours per week

Duration and Start Date: 89-day hire with possibility of extending with an ideal start date of July 1, 2025

Pay: \$22/hour

Overview:

O'ahu Metropolitan Planning Organization is seeking a motivated and detail-oriented intern to join our team for 15-19 hours per week. This internship is ideal for students or recent graduates in urban planning, public administration, geography, public health, communications, political science, or a related field. The role offers hands-on experience in transportation planning, focusing on community outreach and engagement, technical documents review, and administrative support.

In this role, you would have the opportunity to contribute to projects related to transit planning in West O'ahu, planning for mobility hubs on the North Shore and the South Shore and assisting with social media growth.

Key Responsibilities:

Outreach & Communication:

- Support community engagement initiatives in West O'ahu and islandwide, by assisting in the planning and execution of outreach events and campaigns, including:
 - Identify potential Community Advisory Team members in West O'ahu
 - Identify Community Based Organizations in West O'ahu
 - Plan for and execute community workshops and pop-ups West O'ahu
 - Provide feedback on community surveys
 - Identify graphic designers based in West O'ahu
 - Identify local brands based in West O'ahu
 - Plan for and execute youth engagement activities in West O'ahu
- Develop and distribute promotional materials and communications to stakeholders, partners, and the general public.



- Help manage social media accounts, including content creation, scheduling, and monitoring engagement.

Technical Documents Review and Support:

- Review technical documents for accuracy and thoroughness

Administrative Support:

- Assist with general office duties, including scheduling meetings and managing correspondence.
- Support the preparation of reports, presentations, and other documentation.

Minimum Qualifications:

- Connected to and knowledge of the West O'ahu community.
- Interest in transportation, community engagement, urban design, and/or sustainable planning.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and graphic design software (e.g., Photoshop, Canva).
- Strong organizational skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

Desired Qualifications:

- Familiarity with social media platforms and content management systems is a plus.
- Currently pursuing or recently completed a degree in urban planning, public administration, geography, public health, communications, political science, or a related field.
- Experience working or volunteering with community-based organizations, West O'ahu based organizations preferred.

What You Will Gain:

- Practical experience in a professional transportation planning agency environment.
- Opportunities to develop and refine skills in community engagement, transportation planning, and administrative tasks.
- Networking opportunities with professionals in the transportation, community engagement, and urban planning sectors.
- A chance to contribute to meaningful projects that impact the community.
- Mentorship from staff and preparation for next career steps



How to Apply:

Interested candidates should submit their resume and a cover letter to Victoria Trevino by June 6, 2025 at Victoria.Trevino@OahuMPO.org. Please include "O'ahu Metropolitan Planning Organization Intern Application" in the subject line of your email.

Equal Opportunity Employer:

O'ahu Metropolitan Planning Organization is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.