

**Shared-Use Mobility Center  
Position Opening**

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| <b>Position Title:</b>   | Partnerships & Engagement Intern   |
| <b>Date Opened:</b>      | September 8, 2022  |
| <b>Date Closing:</b>     | As soon as possible - Applications reviewed on a rolling basis   |
| <b>Position Details:</b> | Full-time, hourly position<br>12 week term, subject to negotiation<br>Compensation at \$18.00 / hour<br>Position will be based in our Chicago office. SUMC follows a hybrid remote/in-person model, allowing staff to work remotely 3-4 days/week and requiring office visits 1-2 days/week. |

**General Overview:**

The Shared-Use Mobility Center (SUMC) is a non-profit public interest organization promoting multi-modal transportation systems that work for all. Through pilot projects, research, capacity-building, and advocacy, SUMC helps communities realize a vision of an equitable and sustainable mobility future.

SUMC is looking for a Partnerships & Engagement Intern. SUMC is expanding to serve a growing ecosystem of public agencies, mobility companies, community organizations, and tribes interested in collaborating towards mobility equity and climate goals. The Partnerships & Engagement team is responsible for SUMC's communications, partnerships, and convening activities, including the annual National Shared Mobility Summit, as well as execution of the Shared Mobility 2030 Action Agenda, a network of practitioners taking collective action on an ambitious 8-year plan for transformation of the transportation sector.

**Position Overview:**

The Partnerships & Engagement (P&E) Intern is a temporary position supporting our communications and event planning efforts. SUMC interns are responsible for a wide range of duties in a thoughtful, creative, fast-paced atmosphere. The position requires basic knowledge of design platforms; social media applications; event administration and event logistics; and strong organizational and writing skills.

**Responsibilities:**

Intern responsibilities may include tasks around events, communications, external relations, and partnerships, such as:

**Events:** Planning and logistics for SUMC events such as the 2023 National Shared Mobility Summit and smaller open houses, webinars, and other gatherings.

**Communications:** Preparing internal and external communications about shared mobility, sustainability and equity. These may include but are not limited to: articles and blog posts, news gathering, assisting with communication design, production and other visual needs, and social media writing;



**External Relations:** Writing press releases and assisting with public relations research and outreach;

**Partnership Programs:** Developing research on the needs and interests of leaders in the shared mobility industry.

In all of these areas, the students will gain applicable experience and expertise they can add to their portfolio, as well experience working with teams in a digital/virtual environment and on a national level.

**Qualifications:**

Graduate students or B.A. in Communications, Journalism, Public Affairs, Public Policy, Urban Planning, English, Business, or related programs.

The intern should be a flexible team player who is adept at research and writing and knowledgeable about transportation.

**Diversity Policy:**

The Shared-Use Mobility Center is an independent nonprofit organization dedicated to inclusion in transportation, and we strive to reflect that mission in the composition of our staff. Black, Indigenous, People of Color (BIPOC), LGBTQ+, women, and older adult candidates are especially encouraged to submit applications.

The Shared-Use Mobility Center is an Equal Opportunity Employer that does not discriminate against any employee or job applicant. Employment opportunities at SUMC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment candidates are considered without regard to: race, color, religion, sex, sexual orientation, gender, national origin, disability, age, pregnancy, childbirth or related medical conditions, genetics, marital status, veteran status, or, any other characteristic protected by law. This policy applies to all terms and conditions of employment, including, but not limited to hiring, termination, promotion, transfer, layoff, leave of absence, compensation, and training.

**How to Apply:**

Applications will be reviewed on a rolling basis; we encourage candidates to apply at their earliest convenience.

Please submit a cover letter, resume/CV, and writing sample that highlights your relevant skills for the Partnerships and Engagement Internship opening at <https://sharedusemobilityctr.bamboohr.com/jobs/>

We encourage candidates to discuss their personal connections to transportation equity in their cover letters.

No phone calls, please.