



600 S. Grand Central Parkway | Suite 350, Las Vegas, NV 89106

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This program will allow students to intern within the Regional Transportation Commission of Southern Nevada's (RTC) Government Affairs, Marketing & Media Department (GAMM) to gain an in-depth understanding of the tasks and responsibilities that are undertaken by members of the media, public engagement, marketing and creative team.

Each intern will work with RTC staff assigned to oversee public outreach and engagement for a minimum of one semester (i.e., Fall semester, September through December, or Spring semester, January through May). This will allow interns to participate in big-picture projects from inception to completion. Interns will prepare community engagement material, coordinate community events, staff community engagement events (may include nights and/or weekends), engage in general outreach and grassroots marketing, attend meetings, draft documents and assist in a variety of tasks, as required. This is a part-time paid internship.

## II. Project Assignments/Duties for GAMM Intern

- Community outreach event staffing
- Outreach material preparation
- Outreach coordination and research
- Presentation preparation and staffing
- Grassroots marketing assistance
- Survey administration
- Research and reporting
- Database production and maintenance
- Attending and/or assisting with internal and external meetings
- Event planning and execution

## III. Preferred Skills for GAMM Intern

- Spanish speaker
- Exemplary verbal and written communication skills
- Flexibility to work days, evenings and weekends, as needed

## IV. Work Salary, Schedule and Hours

- Starting salary \$12.00 per hour
- Flex schedule (Monday-Saturday)
- Days and hours determined by need and availability of intern
- 2-4 days per week
- 5-10 hours per day
- 20 hours total per week