



Transportation Corridor Agencies™

Paid Internship Opportunity - External Affairs Internship

TCA is accepting applications for a paid internship in our External Affairs Department. This opportunity is open to upper division undergraduate and graduate students who wish to apply their education, knowledge and skills in a real-world setting. Please see below for more details.

ABOUT US

Formed in the 1980s and located in Irvine, California, the Transportation Corridor Agencies (TCA) was created with the very clear mission of enhancing mobility in Orange County and Southern California by developing and operating publicly owned toll facilities as a part of the regional transportation system. TCA is a public agency responsible for planning, financing, constructing and operating the state's largest toll road network, which was financed with private funds and built with virtually no tax dollars. We work every day to provide a safe, reliable and time-saving alternative to the region's congested non-tolled facilities. TCA is comprised of two separate Joint Powers Authorities (JPA), the Foothill/Eastern Transportation Corridor Agency which includes the 241, 261 and 133 Toll Roads, and the San Joaquin Hills Transportation Corridor Agency which includes the 73 Toll Road. To learn more about the Transportation Corridor Agencies, go to: TheTollRoads.com.

EXAMPLES OF DUTIES/TYPES OF PROJECTS:

- Assist with proactive community outreach efforts by collaborating with TCA Community Engagement staff at public information booths during community events
- Prepare materials and correspondence as needed
- Write, proofread and edit documents
- Track, monitor and report city council agendas
- Conduct research assignments and reporting findings
- Plan, coordinate, and support meetings and events
- Draft responses to questions on social media
- Research current articles that focus on transportation and tolling

KNOWLEDGE / SKILLS / ABILITIES:

- Proficiency of AP Style a plus
- Skilled in web-based research and search techniques
- Strong writing and presentation skills
- Ability to work evenings, weekends and/or holidays
- Ability to interact with the public at large community events
- Ability to conduct oneself with responsibility, integrity, accountability and excellence
- Working knowledge of Microsoft Office (Word, Excel, SharePoint and PowerPoint)
- Experience using social media on behalf of a public agency or professional organization a plus
- Strong time management skills to handle multiple projects effectively
- Ability to communicate important information clearly, both in writing and verbally

- Perform entry-level professional work
- Detail oriented
- Self-starter
- Well-organized

EDUCATION AND EXPERIENCE REQUIRED:

Must be a junior or senior attending an accredited college or university with a GPA of no less than 2.5 in Communications, Journalism, Political Science, Public Administration, Government Relations, Urban Studies, Business or related field. Candidate must have a keen interest in communications, Public Affairs or community outreach.

Experience preferred but not required.

WORKING CONDITIONS:

Duties are performed indoors in an office environment and outdoors at community events or meetings. Ability to work some evenings and weekends as available. Typically, light physical activity; occasional moderate lifting of boxes or equipment that generally does not exceed 50 lbs.

Hours/Schedule: Approximately 19 hours per week

PAY:

Undergraduate interns (junior or senior) are eligible for an hourly pay rate of \$18.50 an hour.

Graduate interns (1st or 2nd year graduate students) are eligible for an hourly pay rate of \$22.00 an hour.

HOW TO APPLY:

Submit your resume to: recruit@thetollroads.com no later than 03/21/2024 for first consideration.

It is the policy of TCA to provide equal employment opportunity (EEO) to all persons regardless of race, color, religion, national origin, creed, age, gender, sexual orientation, gender identity and/or expression, genetic information, marital or veteran status, disability, or any other characteristic protected by federal, state or local law. In addition, TCA will provide reasonable accommodations for qualified individuals with disabilities.