

Metro Entry Level Trainee Recruitment Countywide Planning & Development

The Los Angeles County Metropolitan Transportation Authority (Metro) is seeking interested candidates to fill three (3) Transportation Associate I (TA) positions. The three (3) TAs will support the Transit Oriented Communities (TOC) team within the Countywide Planning & Development department and will be hired under the Metro Entry Level Trainee Program (ELT Program). The ELT Program is an entry-level “Career Ladder” program for recent college graduates to gain work experience and the job skills needed to seek a full-time position within Metro or another company. For more information on the ELT Program, including minimum requirements for consideration, visit: <https://www.metro.net/about/talent-management/eltp/>.

With more than 40 major transportation projects in the pipeline, it is an exciting time to join Metro. Metro’s TOC team actively participates in the rapid growth of the regional transit system and the profound impact it is having on the communities it serves. To learn more about the Metro TOC team and its focus areas, visit: <http://www.metro.net/projects/transit-oriented-communities/>.

Closing Date to Apply

UPDATED DEADLINE: The closing date to apply for these three (3) TA positions is **December 7, 2018**.

Duties

The duties of each of the three (3) TAs will be different. Each will provide *primary* support to a different TOC team:

- One will *primarily* support the Joint Development Program team, which collaborates with qualified developers to build transit-oriented developments on Metro-owned properties. This position is available immediately.
- One will *primarily* support the Transit Oriented Communities: Los Angeles Union Station team, which is focused on a series of near-to-long term redevelopment activities in and around Los Angeles Union Station (LAUS). This position will be available December 20, 2018.
- One will *primarily* support the Adjacent Development Review team, which oversees coordination between Metro, developers and municipalities for projects near Metro rights-of-way, and provides guidance on the design, construction, and maintenance of such projects. This position will be available December 20, 2018.

Notwithstanding the forgoing, each of the TAs may be assigned tasks in support of other TOC teams. These tasks may be in addition to (or in lieu of) those tasks initially included as part of the TAs primary support role. The TAs will work under the direction of a Senior Director, a Senior Manager, or a Transportation Planning Manager.

Hours & Benefits

The TAs will be required to work 40 hours per week. Benefits include medical benefits, a Metro TAP Card, paid sick time and other benefits.

Submission Requirements

Interested candidates should email a cover letter, résumé and writing sample prior to the **December 7, 2018**
UPDATED DEADLINE to:

- Greg Angelo, Senior Director, Countywide Planning & Development, at angelog@metro.net; and
- Tai Alimi, Principal Talent Development Specialist, at alimit@metro.net.

The writing sample should be no more than one page in length and should be in response to the following prompt:

Why do you believe you are a good fit for Metro?