

Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:

JOB TITLE: Transportation Planning Services (TPS) Intern

DIVISION: Transportation Planning Services

SUPERVISOR: Transportation Planner II – Active Transportation

DATE: July 2026

FLSA STATUS: Non-exempt

EMPLOYER INFORMATION:

The Association of Central Oklahoma Governments (ACOG) is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian, and Logan Counties). ACOG, located in Oklahoma City, performs work related to enhanced 911 services, community & economic development, water resources, air quality, transportation planning services, and other issues of regional significance. For more information about ACOG and the variety of services and programs provided, please access our website at www.acogok.org.

JOB SUMMARY:

ACOG serves as the MPO for the Greater Oklahoma City region and manages the work of the MPO which includes the region's \$10 billion long-range Metropolitan Transportation Plan (MTP) as well as more than \$40 million in annual federal grants for local transportation improvements. The TPS Intern position assists in collecting and analyzing transportation data and providing support to short-range and long-range planning efforts for the MPO. Other responsibilities may include coordination with committees and/or subcommittees, socioeconomic data analysis, and supporting regional planning initiatives. This position will be under the direct supervision of the Transportation Planner II – Active Transportation.

ESSENTIAL JOB FUNCTIONS:

- Collect, edit, update, and analyze transportation data for short-range and long-range transportation plans and other projects as assigned (including but not limited to bicycle and pedestrian, land use, building permits, employment, census data, etc.)
- Track and map local active transportation projects and developments across the region
- Gather bicycle and pedestrian count information throughout the region using the installation of temporary automatic counters.
- Assist with regional livability initiatives and outreach events including Open Streets, Bike Month activities, the bicycle and pedestrian safety public awareness campaign, Watch for Me OK, and other initiatives as outlined by the Federal Highway Administration (FHWA)
- Assist in producing, writing, editing, and capturing safety messaging content related to the Watch for Me OK safety campaign and regional safety initiatives
- Perform technical data entry for transportation-related projects

- Assist ACOG staff with GIS and socioeconomic data collection and analysis
- Contribute research on topics related to the transportation planning process
- Support various committees and public outreach initiatives and events
- Perform other duties and projects as needed

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

Currently pursuing an undergraduate or graduate degree in Planning, Geography, Geographic Information Science (GIS), Public Administration, or related field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with transportation planning, regional and city planning, and active transportation
- Collect, update, and analyze environmental, transportation, and demographic data, utilizing GIS software
- Strong critical thinking and trouble-shooting ability along with excellent verbal and written communication skills
- Good interpersonal and customer service skills, and capable of establishing collaboration with a wide range of people
- Ability to prioritize, manage, and complete multiple work assignments independently with limited supervision in a dynamic environment
- Ability to accept new techniques and procedures quickly and integrate with daily job
- Proficient in Microsoft Office suite
- Experience with GIS software products (Esri's ArcGIS) is preferred, but not required

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Sitting for long periods; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
- Frequent lifting (up to 40 pounds of supplies or equipment)
- Specific vision abilities include close, color, peripheral, and the ability to adjust focus

WORKING CONDITIONS:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Primarily indoors with occasional local travel (mileage reimbursement)
- Normal environment with flexible hours, in-person

- Irregular hours of work may occasionally be required

COMPENSATION:

The hiring range for this part-time position will be \$15 - 20 per hour, depending upon experience and qualifications.

HOW TO APPLY:

1. Download and complete the [ACOG employment application](#).
2. Send the **completed application package** (cover letter, completed application form, and resume) in PDF format to [Jennifer Sebesta, TPS Senior Division Manager](#), with the subject: TPS Intern Position.

Incomplete application packages will not be considered. The position is open until filled; the initial review of applications begins on August 5, 2026.

All employment offers will be within the stated hiring range.

ACOG reserves the right to hire at an appropriate level. ACOG is an Equal Opportunity Employer (EOE).