



POSITION: ASSOCIATE CAPITAL & GRANTS ANALYST INTERN

This position is located at the Toll Plaza, San Francisco
PS101472

SALARY RANGE: \$20.00 per hour with limited benefits

OPEN TO: All qualified candidates

DATE POSTED: February 6, 2020 (Thursday)

CLOSING DATE: Continuous Recruitment

POSITION SUMMARY:

The District's Capital & Grants Department has an immediate opening for a paid college intern. This internship program provides students the opportunity to transition from college into the full-time workforce with direct on-the-job training and knowledge sharing. Students can either work part-time or full-time depending on their class schedule.

At its discretion, the District may offer a full-time entry level position of Assistant Procurement Specialist to recent graduates who filed job applications with the District and met the minimum requirements of the position. Successful participants of the program are eligible to receive a Student Loan Forgiveness of \$2,500 to be applied to their outstanding student loans once they enter the post-graduation part of the program.

MINIMUM QUALIFICATIONS:

- **Education:** The candidate must be currently enrolled as a full-time undergraduate or graduate student in an applicable field or study at an accredited and recognized college during the Spring of 2020 semester. Applicable field of study include Public Administration, Business Administration, Finance, Accounting or related field. Other fields of study will be considered. Proof of current enrollment is required.
- **Experience:** Must possess intermediate level of skill using computers and application software, specifically all Microsoft Office application (Excel, PowerPoint, Access and Word).
- **Desirable Qualifications:**
 - Experience in financial or management analysis or equivalent experience including capital budget, capital program planning or grants administration.
 - A current, valid driver's license and satisfactory driving record.

ASSOCIATE CAPITAL & GRANTS ANALYST INTERN (PS101472)

- **Physical Requirements:**
 - Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities as needed.

ESSENTIAL RESPONSIBILITIES:

- Works on deadline, participates in peer-reviews and performs due diligence to create excellent quality final deliverables.
- Proactively suggest updates to data (i.e., grant programming and capital project data in the Grants System tool, milestone due dates, data on deliverables, etc.) and looks for opportunities to understand and improve internal processes.
- Supports the department's work in the following: grant writing and development; grant reporting and audits; grant administration and oversight; developing internal workshops on grant rules, Project Manager Roles and responsibilities; and grant close out procedures.
- Performs other tasks as assigned.

APPLICATION PROCEDURE

TO APPLY: www.goldengate.org/jobs

Applicants must apply online and submit the following documents at the time of application:

1. GGBHTD Online Employment Application
2. Cover Letter (Scan and attach as PDF to your online application)
Your cover letter will help us learn more about you. Here are a few tips to help you maximize your cover letter's impact.
 - Tell us why you want to work for the District.
 - Be specific about why you're interested in the intern program area(s) you're applying to.
3. Resume (Scan and attach as PDF to your online application)
4. Proof of current enrollment (Scan and attach as PDF to your online application)

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE SELECTION PROCESS FOR THIS POSITION will include:

- Application screening
- Department interview
- Background, Employment and Security Investigation (post-offer)

****The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.*

AN EQUAL OPPORTUNITY EMPLOYER

The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

02/6/2020 MP

Human Resources Department
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318