

BART Agreement Number: 6M8180

Approval Date: 07/06/2022

Work Plan No.: A.07-01 - D&C - Internship Program

Scope:

2.0 SCOPE OF SERVICES & DELIVERABLES

The role and responsibilities of the Project Coordinator is to support the HMC Group Manager in all aspects of the Design & Construction Summer Internship Program which consists of the following:

1. Planning Team Meetings

- a. Coordinate, schedule and attend Internship Program Planning Meetings
- b. Coordinate, schedule and attend Internship Project Manager Meetings to establish:
 - i. Intern needs (*full/part-time, # of interns, high school or college level, area of study, etc.*)
 - ii. Budgets/Work Plans
- c. Work with BART HR – to coordinate Career Readiness Workshops and other trainings

2. Communication & Materials

- a. Update all forms of communication/materials for distribution and announcements (flyers, emails, PPTs, etc.)
- b. Update and maintain Tracking Logs/Lists
- c. Update and maintain contact information for previous/current interns and schools
- d. Receive & respond to internal/external email communication

3. Outreach

- a. Send Program Announcement emails to all previous interns that applied for and/or participated in program
- b. Send email communication to local colleges/agencies announcing the program
- c. Send reminder notifications to interns and program information to those that inquire

4. Google Docs/Handshake Sites

- a. Update & monitor Google Doc Site for interns to apply to program
- b. Update & monitor Handshake Site (joinhandshake.com) for interested interns
- c. Intern Application Packets – retrieve/download/file documents from google doc site

5. Administrative Functions

- a. **Intern Review & Selection**

- i. Review all application pkgs and select accordingly to best suitable match for participating Project Manager
- ii. Send best matches to Project Manager for review and selection
- iii. Coordinate and schedule interviews with Interns & Project Managers
- iv. Send acceptance and rejection notification emails to interns

b. Onboarding of Interns, etc.

- i. Collaborate with Consultant Groups
- ii. Send documents to intern to start and complete the badging process
- iii. Work with BART ID and PD to process and issue BART Badge to intern
- iv. Complete form and send for approval for a Free BART Pass for Intern

c. Coordinate with Intern on Misc. Activities:

- i. Biweekly Journals
- ii. Workshops & workshop collaboration meetings
- iii. Interns to prepare an *Intern Summary Information Sheet* for AGM
- iv. Ceremony
- v. Retrieve BART ID/Pass from intern once program ends

Prime: The Allen Group, LLC

Subconsultant: None.

Work Plan Value: \$ 75,354