



Westside Transportation Alliance

Program Assistant

A new, limited duration part-time position that will support activities in Washington County, Oregon with the goal of increasing the number of commute trips made using transportation options, including transit, carpooling, vanpooling, bicycling, walking, and remote work.

About Westside Transportation Alliance (WTA)

WTA is a 501(c)(6) non-profit organization that delivers customized programs and services in partnership with private employers and public agencies to increase transportation options usage in Washington County and the Portland metro region. WTA believes that an engaged alliance of partners working together can encourage more people to use transportation options, resulting in healthier communities and stronger businesses.

By increasing the use of transportation options, WTA helps get cars off the road, which improves air quality, relieves congestion, and promotes healthy behavior through active transportation options. Employers that partner with WTA to encourage their employees to use transportation options support HR goals by making it easier to recruit and retain high-quality employees, support sustainability goals by reducing the negative impacts of employee commute trips, and demonstrate their commitment to making local communities better places to work and live.

Position Description

The Program Assistant will support programming and services to employers in Washington County that enable them to provide basic commute benefits to their employees. The position will also support activities for employees that encourage their use of transportation options.

Planned responsibilities include, but are not limited to:

- Deliver services to employers in Washington County to increase the number supporting basic commute benefits to their employees
- Deliver information and resources for employees to increase the number of trips made using transportation options
- Represent WTA at workplace and community events to provide transportation options related information and resources
- Collaborate with other WTA staff to effectively coordinate activities
- Other duties as assigned

Work Schedule and Location

WTA staff works remotely with regularly scheduled in-person team meetings. Candidates should be comfortable working in a remote environment. The work is expected to require frequent in-person and remote interactions with Washington County businesses, jurisdictions, and other partner organizations. Candidates should be located in or near Washington County with a willingness to participate in these activities. There may be occasional evening and weekend commitments based on activities.

Qualifications

Candidates should be comfortable both working independently and within a small team environment (currently 4 FTE). An ideal candidate has a background that may include:

- Familiarity with and passion for transportation options and their beneficial outcomes and/or related sustainability topics
- Familiarity with Washington County communities
- Comfort with (or willingness to learn) Excel, Canva, MailChimp, and Survey Monkey
- Ability to represent WTA professionally to businesses, partners, and the community
- An effective communicator and creative problem solver

Position Details

This is an hourly, part-time position (0.5 FTE) that will be supported by grant funding through June 30, 2026. The position may extend beyond this date pending the identification of funding. Planned starting pay range is \$21-\$23 per hour. Other benefits include a TriMet pass, employer paid retirement contribution (starts in 2025), paid holidays, and annual paid time off allocation.

To Apply

Interested candidates should submit a cover letter and resume via email to Jeff Pazdalski, Executive Director, jeff@wta-tma.org.

Applications will be reviewed on an ongoing basis until the position is filled.

For questions, please contact Jeff Pazdalski at the above email address.

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