



Westside Transportation Alliance

Date of Posting: April 30, 2019

Application Deadline: Priority given to applications received on or before Tuesday, May 28, 2019

Company: Westside Transportation Alliance
12725 SW Millikan Way, Suite 300, Beaverton, OR 97005
wta-tma.org

Position: **Transportation Options/Business Outreach Program Manager**

Compensation: Includes TriMet pass, retirement contribution, monthly stipend to support healthcare, paid holidays, and annual paid time off allocation. Salary is commensurate with experience.

About Westside Transportation Alliance (WTA)

WTA is a non-profit organization that works with private employers and public agencies to reduce single occupancy vehicle commute trips in Washington County, Oregon. WTA partners with these groups to deliver workplace programs that educate employees and promote transportation options. WTA also works to expand the breadth of transportation choices available to commuters.

Washington County is an economic hub for the Portland Metro region and Oregon. The number of jobs and residents in the county is projected to demonstrate continued growth, bringing the potential for more commute trips and traffic congestion. By promoting transportation options to employees and providing targeted programs, WTA can help get cars off the road, which relieves congestion, improves air quality, promotes healthy behavior, and helps employers recruit and retain high-quality employees.

Position Description

The Transportation Options/Business Outreach Program Manager will develop, implement, and oversee programs and projects that promote transportation options usage for commute trips. This position is WTA's point of contact for member organizations and for outreach efforts to new members. An ideal candidate will be an effective communicator, creative problem solver, and will possess a customer service mindset. Ideal candidates will be self-starters who have the ability to understand priorities and complete assignments with minimal oversight. Candidates must be comfortable working independently and within a team environment. WTA is a small organization that serves a large geographic area and a diverse mix of members and interests. Therefore, it is very important for applicants to have an "all-hands-on-deck" mentality, a willingness to be flexible when developing strategies to accomplish goals, and the ability to meet specific program and project deadlines.

Responsibilities include but are not limited to the following:

- Deliver, create, and evaluate workplace promotions, programs, and projects to engage employees of member organizations in transportation options for commute trips
 - Lead WTA's presence at workplace events and activities
 - Develop and coordinate local incentive programs
 - Direct transportation options programs (e.g. bike shares)
- Build and maintain strong relationships with member organizations and help recruit new members and partners
 - Conduct employee surveys in accordance with Oregon DEQ's ECO rule, and create summary reports and recommendations for members based on results
 - Plan and direct workshops, trainings, and networking opportunities for members
 - Develop compelling outreach materials and lead relationship building to recruit new members
- Represent WTA at events to promote transportation options and on local and regional committees and work groups
- Other duties as assigned

This is a regular, full-time, hourly position. Primary hours are Monday-Friday, 9am-5pm. Occasional morning, evening, or weekend commitments outside these hours will be required, however hours are flexible on these weeks and are not expected to exceed forty hours.

Qualifications

An ideal candidate will have a background that includes:

- A Bachelor's degree (minimum), in marketing, communications, public administration, non-profit management, business, urban and regional planning, or other relevant degree
- Familiarity with and passion for transportation options and their outcomes
- Ability to identify challenges/opportunities and design programs or projects to address them
- Ability to represent WTA professionally to businesses and partners
- Ability to work with diverse stakeholders in a suburban environment
- Two years of relevant work experience; experience or interest in non-profit work is a plus
- Proficiency with Word, Excel, and social media
- Proficiency with Adobe Creative Suite (particularly InDesign and Illustrator) is a plus

To Apply

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

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