



**Position Title:** Transportation Specialist

**Reporting Relationship:** Executive Director

**Status:** Full time, Non-Exempt

### **The position**

The Transportation Specialist leads GRTMA's transportation programs and campaigns to make it easier for people to reach Redmond for work or school. This includes providing transportation consulting expertise to our member organizations on their transportation programs, Washington State Commute Trip Reduction regulations and City of Redmond Transportation Management Programs. The position provides strategic support to large businesses, property owners, and managers who have direct influence on the 100,000 people who come to Redmond every day.

The person in this role will oversee administration and operations of our transportation initiatives with government partners; fulfill grant reporting and implementation requirements; and oversee special projects and additional programs as assigned. They will survey the commute patterns of our members and communicate the impact of transportation programs in ways that can help them make strategic business decisions.

### **The Organization**

We are the advocate for better streets, trails, and transit in Redmond. Collectively, the member businesses, organizations, and institutions of the GRTMA represent over 100,000 employees and students who come to Redmond every day. Together, we are a powerful voice for more bus service, affordable transit passes, bike paths, sidewalks, and crosswalks in Redmond.

As a 501c4 nonprofit, our vision is of a more accessible and inclusive Redmond. We bring our members together with agency staff and elected officials to make sure their concerns are heard, and that they are up to date on the latest changes in Redmond. We are also transportation experts, developing programs that meet our member's needs and make City and State reporting stress free.

### **The Place**

Located on the homeland of the Duwamish People, Redmond was the 10<sup>th</sup> fastest growing city in the country in 2019. The majority of its residents are people of color and 40% are foreign born.

Over 120,000 people work in the City, which doubles the City's population from the hours of 9-5. Yet only one out of ten people who work in Redmond live in Redmond. In 2023, light rail will arrive in Redmond, cutting transit commute times in half to South King County and Snohomish.

## **Responsibilities:**

- *Coordinate, oversee, and report on Commute Trip Reduction services and Transportation Management Programs for our member businesses and property managers.*
- *Plan, coordinate and deliver transportation events and capacity building events to bring together our members with policy makers and agency staff. These could include bike policy rides, walking audits, networking meetings, employer panels, and technical trainings.*
- *Develop customized transportation programs for employers and property managers*
- *Lead program data management, analysis, and storytelling*
- *Inform organizational marketing campaigns and promotional events*
- *Provide reports on grant implementation and invoicing*
- *Other projects and duties as assigned*

## **Qualifications:**

- *Capable of coordinating several tasks simultaneously on a tight schedule.*
- *Communicate technical information to non-technical audiences.*
- *Strong client management and customer service skills*
- *Detail oriented and organized*
- *Curiosity about how transportation intersects with related issues like social justice, racism, housing policy, and environmental quality.*
- *Must be a congenial team player, able to work in a collaborative organizational environment*
- *Familiarity with Mail Chimp, Excel, Word, social media platforms, etc.*
- *Additional preferred skills include data analysis, mapping, Tableau software, Microsoft Power BI, and Adobe Creative suite.*
- *4 year bachelor's degree preferred*

## **Compensation**

Annual salary of \$48-55,000 depending on qualifications, plus full medical, dental, vision benefits, paid time off, short and long-term disability, retirement plan and annual ORCA Passport transit pass.

## **To Apply**

Please send resume and cover letter to Kirk Hovenkotter at [kirkh@grtma.org](mailto:kirkh@grtma.org) to ensure consideration. Please submit applications by Monday August 31, 2020. Position will be open until filled. No telephone calls please.

People of color, women, LGBTQ people, and people with disabilities are encouraged to apply.

As advocates for Redmond, our organization strives to reflect the diversity of our community.

*Greater Redmond Transportation Management Association is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal, state or local law.*