

Vital Communities - Job Posting

Position Title:	Transportation Program Manager
Status:	Regular, Exempt, Full-time
Location:	White River Junction, Vermont
Hiring Range:	\$ 48,360 – 58,240 annually
Posting Date:	July 15, 2021
Start Date:	As soon as possible
To Apply:	Submit a cover letter and resume to hr@vitalcommunities.org
Application Deadline:	Applications will be accepted until the position is filled. Vital Communities will begin reviewing applications on July 26.

NOTE: All Vital Communities staff are working remotely until further notice due to the COVID-19 pandemic. After the pandemic, this position will be based in White River Junction, likely with the option of remote work several days per week.

About Vital Communities

Incorporated in 1998, Vital Communities is a nonprofit organization that cultivates the civic, environmental, and economic vitality in the Upper Valley region of Vermont and New Hampshire. Our mission is to inspire, coordinate, and assist inclusive, informed, long-term citizen engagement in grassroots civic endeavors to revitalize and sustain healthy communities throughout the Upper Valley region of Vermont and New Hampshire. We bring people together, bridging boundaries and engaging our whole community to create positive change. Explore vitalcommunities.org to learn more.

Transportation at Vital Communities

Vital Communities works with community partners, volunteers, and organizations to promote a safe, reliable, and multimodal transportation system in the Upper Valley that serves all, is affordable to use and operate, increases community resilience and health, and minimizes climate impact. We promote transportation options that reduce how much people drive alone including transit (bus), carpools, vanpools, biking, walking, and working from home.

Position Description

The Transportation Program Manager develops and implements Vital Communities' strategy relating to the transportation-related goals described above. Although a majority of the Transportation Program Manager's time will be focused on transportation-related work, there may be opportunities to work on projects in other related issue areas (e.g. housing, energy, economy) as Vital Communities works toward more integrated, cross-issue programming.

Responsibilities

- Develop and implement a portfolio of projects that advance Vital Communities' transportation efficiency and mobility goals, equitably engaging the community at every phase. Sample past and current projects include:
 - Providing technical assistance (surveys, program design, implementation, and evaluation support) to workplaces, schools, and municipalities offering and incentivizing a range of transportation options
 - Developing and implementing a grassroots campaign to increase carpooling and vanpools along a specific commuter corridor

- Develop a program to bring e-bikes to low- and moderate-income residents by offering financial subsidies and trainings
- Leading bike skills workshops
- Identify and track progress toward specific, measurable goals
- Develop and oversee budgets
- Design agendas and facilitate engaging meetings of the Upper Valley Transportation Management Association (TMA) and Vermont Transportation Efficiency Network
- Work with Communications Manager to highlight the Vital Communities' transportation work to TMA members, partners, transportation experts, and the community
- Oversee the creation and facilitation of a Transportation Equity Committee to engage previously excluded community members and inform our transportation work
- Promote legislative opportunities that support the TMA's mission and advocate for funding for transit providers, municipalities, and other partners
- Secure funding for transportation-related projects, managing relationships with dues-paying Transportation Management Association members (workplaces and municipalities), preparing proposals for and managing contracts with the State of Vermont Department of Transportation, and seeking private and government grants as needed, with support from other Vital Communities staff
- Oversee the work of any Vital Communities Project Coordinators, interns, and/or volunteers assigned to lead or support transportation projects
- Stay up to date on transportation policy, travel behavior trends, and new technologies

Desired Skills and Qualifications

- Understanding our transportation system as a dynamic system that affects the climate, our environment, household and community health, and our region's economy; direct experience with Transportation Demand Management ideal but not required
- Desire, determination, and ability to seek out and work with diverse community members and meet people where they are
- Strong verbal, written, and visual communication skills
- Strong project management skill and experience, including delegation, organization, attention to detail, and prioritization across multiple projects
- Ability to work with a great deal of personal autonomy as well as in a team setting
- Proficiency in PC computing and aptitude for quick and self-directed learning of new software programs. The team currently uses Microsoft Office, WordPress, Google Suite, Alchemer, Exceed Beyond, Toggl, and Adobe InDesign
- Access to personal transportation
- Willingness to work occasional nights and weekends (when required for public engagement, stakeholder meetings, etc.)

Vital Communities is an Equal Opportunity Employer and does not discriminate on the basis of age, gender / gender identity, race, religion, national origin, veteran status, sexual orientation, or disability with respect to: employment, volunteer participation, and the provision of services.