

Tacoma-Pierce County Chamber JOB DESCRIPTION

JOB TITLE: Downtown On the Go Coordinator

APPROVAL: Downtown On the Go Manager

Date: January 6, 2012

JOB SUMMARY

Downtown On the Go is *the* transportation advocate for anyone whose daily life is downtown. It is a program of the Tacoma-Pierce County Chamber, in collaboration with the City of Tacoma and Pierce Transit, steered by a board of directors representing 20 downtown businesses, organizations, and agencies committed to leveraging their resources and relationships to reduce the downtown drive alone rate by 2015.

The Downtown On the Go Coordinator will work approximately 15-20 hours per week with the manager to implement programs and priorities laid out in the Downtown On the Go 2010-2015 workplan. This position is funded for the 2012 calendar year.

Combining this position with other Chamber part-time job opportunities is a possibility depending on the experience and interests of the candidate.

ESSENTIAL JOB FUNCTIONS

1. Maintain and update all communications including the Downtown On the Go website, Facebook page and Twitter site.
2. Track and document media mentions.
3. Manages and/or support Downtown On the Go events including, but not limited to:
 - a. Walk Tacoma
 - b. Try the Bus events
 - c. Bike Month events
 - d. Public forums and panel discussions
 - e. Grand opening events
 - f. Public open houses
4. Work with other agencies to cross-promote campaigns and initiatives that support Downtown On the Go's mission.
5. Support Downtown On the Go's board and committees.
6. Work with manager to create and implement Small Business Outreach plan.
7. Other duties as assigned.

REPORTING RELATIONSHIPS

Reports to the Downtown On the Go Manager

POSITION STATUS

Part-time, temporary

CONDITIONS OF WORK

Generally office or professional environments; requires some travel, usually within downtown Tacoma. 15-20 hours per week will be established in conjunction with the manager at mutually agreeable times and in order to cover events. Minimal flexibility is required.

MINIMUM QUALIFICATIONS**Education and Experience**

Bachelor's degree preferred or related experience in transportation planning.
Desire to work on transportation issues and projects.

Demonstrated Knowledge, Skills, and Abilities

Exceptional skills in written and verbal communications.
Exceptional skills in assertive and collaborative communication.
Exceptional skills at working independently but being able to collaborate with colleagues and partners of all levels and positions.
Ability to think creatively and innovatively about transportation projects.
Ability to manage multiple projects simultaneously.
Ability to organize, prioritize, and meet deadlines.
Ability to attend to details.
Ability to establish and maintain effective working relationships with a variety of people.
Knowledge of Downtown On the Go and transportation management associations.
Knowledge of transit agencies and city planning.
Knowledge of Chamber of Commerce or non-profit operations.
Skill in providing quality customer service.
Skill in effectively exploiting social media opportunities.
Skills and experience in event planning.

Licenses/Certifications/Special Requirements

Driver's License required.

COMPENSATION

Varies depending on experience; ORCA pass provided.

CLOSING DATE

This posting of this job will be open from January 6, 2012 until filled.

TO APPLY

Send resume and cover letter to Lynnette Buffington at lynnetteb@tacomachamber.org or 950 Pacific Ave, Suite 300, Tacoma, WA, 98402. Please reference Downtown On the Go Position in the subject line of your email.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description without notice. The statements contained herein should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas as needed to meet the needs of the organization.