

## **Downtown On the Go JOB DESCRIPTION**

**JOB TITLE:** CTR Coordinator

**Position Status:** Part-time (20-30 hrs/wk), 2013-2014

**APPROVAL:** Downtown On the Go Manager

**Posting Date:** February 10, 2014

### **JOB SUMMARY**

Downtown On the Go is the transportation advocate and resource for anyone whose daily life is downtown. It is a 501c4 organization in partnership of the Tacoma-Pierce County Chamber, 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.

Downtown On the Go has contracted with the City of Tacoma to provide Commute Trip Reduction services to support the city in meeting their state requirements for Commute Trip Reduction. The CTR program supports businesses in downtown Tacoma in getting their employees to work without their cars, and subsequently reporting these programs to the City and the State. DOTG's CTR Coordinator will manage this work for DOTG and work with DOTG staff to integrate the work in DOTG's programs. The Coordinator will work directly with businesses and their Employee Transportation Coordinators (ETCs) to help the City and DOTG meet CTR goals.

This is a part-time position at 20-30 hours per week through May 2015.

### **ESSENTIAL JOB FUNCTIONS**

1. Administer the bi-annual CTR Survey for downtown Tacoma.
2. Work with downtown businesses to meet CTR requirements for downtown Tacoma.
3. Meet with business leaders and property owners to promote commute options to their employees and residents.
4. Work with the collaborative Transportation Working Group.
5. Work with DOTG Manager to expand Live Downtown program.
6. Support Employee Transportation Coordinator events and trainings.
7. Support DOTG campaigns and initiatives.
8. Coordinate marketing initiatives and social media campaigns related to commute options.
9. Support downtown Tacoma's residential outreach initiative.
10. Support other Downtown On the Go events.
11. Other duties as assigned.

### **REPORTING RELATIONSHIPS**

Reports to the Downtown On the Go Manager.

## **CONDITIONS OF WORK**

Generally office or professional environments; requires some travel. 20-30 hours per week will be established in conjunction with the manager at mutually agreeable times and in order to cover events. Events require some flexibility.

## **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 organizational skills and ability to meet deadlines.  
Exceptional attention to details.  
Excellent written and verbal communications skills.  
Ability to take initiative.  
Ability to establish and maintain effective working relationships with a variety of people.  
Professionalism and ability to communicate complicated concepts clearly and succinctly.  
Skills and experience in event planning.  
Knowledge of Downtown On the Go, Washington State's Commute Trip Reduction law, transportation demand management and transportation management associations.

### **Licenses/Certifications/Special Requirements**

Driver's License required.

## **COMPENSATION**

Varies depending on experience (range \$18-22/hour); personal time off (PTO) can be accrued; ORCA pass provided.

## **CLOSING DATE**

February 11, 2014 or until filled. First review includes applications submitted by Feb. 11.

## **TO APPLY**

Please email the following materials to [kristinaw@tacomachamber.org](mailto:kristinaw@tacomachamber.org):

- Cover letter explaining how you learned of the position and reason of interest
- Resume highlighting relevant education, experience, knowledge, skills and abilities
- Three references

*All employment with the Downtown On the Go is "at-will." 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.*