

Downtown On the Go JOB DESCRIPTION

JOB TITLE: Downtown On the Go Intern

APPROVAL: Downtown On the Go Manager

Date: August 4, 2014

JOB SUMMARY

Downtown On the Go is *the* transportation advocate and resource for anyone whose daily life is downtown. It is a partnership of the Tacoma-Pierce County Chamber, 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 Intern will work approximately 20 hours per week (August-December) with the DOTG Manager to implement programs and priorities laid out in the Downtown On the Go 2010-2015 workplan.

ESSENTIAL JOB FUNCTIONS

1. Support all communications including the Downtown On the Go website, Facebook page and Twitter site.
2. Manages and/or support DOTG events through event planning and talking to the public. These events may include, but are not limited to:
 - a. Walk Tacoma
 - b. Try the Bus events
 - c. Bike to Work Week events
 - d. Public "Friday Forums" and panel discussions
 - e. Grand opening events
 - f. Public open houses
3. Work with DOTG Manager to develop and implement Live Downtown program.
4. Track and document media mentions.
5. Work with other agencies to cross-promote promotions and initiatives that support DOTG's mission.
6. Support DOTG's board and committees.
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. 20 hours per week will be established in conjunction with the manager at mutually agreeable times and in order to cover events.

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

Knowledge of Downtown On the Go and transportation management associations.
Skill in providing quality customer service.
Skill in effectively utilizing social media opportunities.
Ability to think creatively about transportation projects.
Ability to organize, prioritize, and meet deadlines; and to manage multiple projects simultaneously.
Ability to attend to details.
Written and verbal communications skills.

Licenses/Certifications/Special Requirements

Driver's License required.

COMPENSATION

\$10/hour; ORCA pass provided.

CLOSING DATE

Open until filled. First review includes applications submitted by Aug. 15, 2014.

TO APPLY

Send resume and cover letter to Kristina Walker at kristinaw@tacomachamber.org or 950 Pacific Ave, Suite 300, Tacoma, WA, 98402. Please reference Downtown On the Go Internship 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.