

Downtown On the Go JOB DESCRIPTION

JOB TITLE: Downtown On the Go Coordinator

Position Status: Part-time
(20hrs/wk) Temporary

APPROVAL: Downtown On the Go Manager

Posting 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 Coordinator is one of two coordinators working on events, promotions, and campaigns laid out in the DOTG Workplan. The coordinator's focus will be carshare, bike programming and the Live Downtown program.

Downtown On the Go is looking for an enthusiastic professional with some experience in sustainable commuting and transportation planning to work with the DOTG Manager and our partners at the City of Tacoma, Pierce County and Zipcar, to promote carsharing and commute options. This is a part-time position at 20 hours per week from September through May, with the potential to become a longer term position.

ESSENTIAL JOB FUNCTIONS

1. Manages and/or works with DOTG Manager to carry out Downtown On the Go events with particular focus on bicycling, carshare and our Live Downtown program.
2. Maintain and update communications related to programs on the Downtown On the Go website, Facebook page and Twitter site.
3. Work with DOTG Manager and Coordinators to secure sponsorships for programs.
4. Work with other agencies to cross-promote promotions and initiatives that support Downtown On the Go's mission.
5. Work directly with Zipcar to promote carsharing in Tacoma.
6. Meet with business leaders and property owners to promote Zipcar and commute options to their employees and residents.
7. Coordinate marketing initiatives as developed in the carshare plan.
8. Support Downtown On the Go's board and committees.
9. Work collaboratively with DOTG staff to create new programs, workplans and initiatives.
10. Write or contribute to DOTG grant proposals.
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 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 or related experience in transportation planning.

2-3 years experience in transportation demand management, transportation planning or similar.

2-3 years experience in event planning or event management.

Demonstrated Knowledge, Skills, and Abilities

Skills and experience in event planning.

Exceptional skills in written and verbal communications.

Exceptional professionalism and ability to communicate complicated concepts clearly and succinctly.

Skill in effectively utilizing social media opportunities.

Skills and experience in event planning.

Ability to work independently but being able to collaborate with colleagues and partners.

Ability to take initiative, 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, transportation demand management, carsharing, and transportation management associations.

Knowledge of transit agencies and city planning, chamber of commerces and non-profit operations.

Licenses/Certifications/Special Requirements

Driver's License required.

COMPENSATION

Depends on experience (range \$17-20/hour); ORCA pass and Zipcar membership provided.

CLOSING DATE

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

TO APPLY

Email Kristina Walker at kristinaw@tacomachamber.org or mail to 950 Pacific Ave, Suite 300, Tacoma, WA, 98402. Please reference DOTG Coordinator in the subject line of your email.

Please include:

- Cover letter explaining how you learned of the position and reason of interest
- Resume highlighting relevant education, experience, knowledge, skills and abilities
- One writing sample you feel represents your writing skills

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.