



## **Downtown On the Go**

### **JOB DESCRIPTION**

**JOB TITLE:** Business Outreach Coordinator

**Position Status:** Full-time

**APPROVAL:** Downtown On the Go Executive Director

**Posting Date:** Sept. 4, 2015

### **ABOUT DOWNTOWN ON THE GO**

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 downtown businesses, organizations, and agencies committed to leveraging their resources and relationships to reduce the downtown drive alone rate. DOTG was formed in 2009 as a program of the Chamber and became an independent non-profit in 2014.

More information on [DowntownontheGo.org](http://DowntownontheGo.org); find us on Facebook and Twitter.

### **JOB SUMMARY**

DOTG's Business Outreach Coordinator will manage our Commute Trip Reduction (CTR) Contract with the City of Tacoma and expand DOTG's reach to downtown businesses. This includes working with state-required CTR businesses on behalf of the city, coordinating with WSDOT, and outreach to small businesses. The Coordinator will work directly with Employee Transportation Coordinators (ETCs), business leadership, coordinating and expanding the ORCA Passport Sales program, coordinate with DOTG partners, and generally supporting businesses in downtown Tacoma in getting their employees to work without their cars. The Coordinator will be a voice and a face for DOTG, working and speaking on DOTG's behalf at events throughout Tacoma, as well as coordinating many of DOTG's programs. As DOTG continues to expand and be a force in the downtown community, there is opportunity to growth with and within the organization.

### **ESSENTIAL JOB FUNCTIONS**

1. Work with downtown businesses to meet CTR requirements for downtown Tacoma.
2. Meet with business leaders and property owners to promote commute options to their employees and residents.
3. Speak on behalf of DOTG.
4. Administer the bi-annual CTR Survey and DOTG's annual small business survey.
5. Work with DOTG partners and Pierce Trips staff.
6. Work with DOTG Executive Director to expand and coordinate DOTG's bike, walk, transit, and Live Downtown programs.
7. Plan and manage Employee Transportation Coordinator events and trainings.
8. Plan and manage DOTG campaigns and initiatives.
9. Coordinate marketing initiatives and social media campaigns related to commute options.
10. Support Downtown On the Go events; work with DOTG staff to attend and promote events.

### **REPORTING RELATIONSHIPS**

Reports to the Downtown On the Go Executive Director; may work directly with City of Tacoma Active Transportation Coordinator on CTR related tasks.

## **CONDITIONS OF WORK**

Generally office or professional environments; working with downtown businesses. Events require some flexibility. Job requires some local travel.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree
- 2-5 years experience in transportation demand management, commute trip reduction, or transportation planning and outreach
- Experience working with businesses

### **Demonstrated Knowledge, Skills, and Abilities**

- Professionalism and ability to work with business community.
- Exceptional organizational skills and ability to meet deadlines.
- Exceptional attention to detail.
- Excellent written and verbal communications skills, including presentation skills.
- Ability to communicate complicated concepts clearly and succinctly.
- Ability to take initiative.
- Ability to work effectively independently and in teams.
- Ability to establish and maintain effective working relationships with a variety of people, including community and business leaders.
- Skills and experience in event planning.
- Knowledge of downtown Tacoma, 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 and auto insurance required.

## **COMPENSATION**

Starting at \$43,000 (depends on experience); accrued personal time off (PTO); ORCA pass and Zipcar membership provided.

## **CLOSING DATE**

~~Sept. 25~~, Oct. 2, 2015 or until filled. First review includes applications submitted by ~~Sept. 25~~ Oct. 2.

## **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.*