



Downtown On the Go

JOB DESCRIPTION

JOB TITLE: Business Outreach Coordinator

Position Status: Part-time, Temporary

APPROVAL: Downtown On the Go Executive Director

Posting Date: April 25, 2017

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; find us on Facebook, Instagram, and Twitter.

JOB SUMMARY

We're looking for a summer outreach coordinator to fill a maternity leave. The short-term, temporary job will run from June through August at 25-30 hours per week and will support all programs.

The Coordinator will work directly with Employee Transportation Coordinators (ETCs), business leadership, and DOTG leadership. The Coordinator will be a voice and a face for DOTG, working with the rest of the team to promote programs, talk to the public, and represent DOTG.

Applicants should have some experience with Transportation Demand Management, Commute Trip Reduction, or Transportation Planning. Applicants should be prepared to work with businesses, the public, and in a fast-paced team environment.

ESSENTIAL JOB FUNCTIONS

1. Work with downtown businesses to meet CTR requirements for downtown Tacoma; including maintaining contact with Employee Transportation Coordinators.
2. Work with DOTG partners and Pierce Trips staff.
3. Work with DOTG Executive Director to coordinate the Bike to a Business and Live Downtown programs.
4. Plan and manage DOTG campaigns and initiatives.
5. Coordinate marketing initiatives and social media campaigns related to commute options.
6. 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; works with all staff.

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

\$25/hour; accrued personal time off (PTO); ORCA pass and Zipcar membership provided.

CLOSING DATE

May 22, 2017 or until filled. First review includes applications submitted by May 22.

TO APPLY

Please email the following materials to kristinaw@downtownonthego.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.