

DOWNTOWN: *On the go!*



Downtown On the Go **JOB DESCRIPTION**

JOB TITLE: Program Manager

Position Status: Full-time

APPROVAL: Downtown On the Go Executive Director

Posting Date: January 24, 2019

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. We are committed to making downtown Tacoma easy to get around for all people and all modes of transportation through education, encouragement, and advocacy.

More information on DowntownontheGo.org; find us on Facebook, Instagram, and Twitter.

JOB SUMMARY

DOTG's Program Manager will lead our key business programs including two existing programs (Live Close to Work and Bike to a Business), and three new contracts on walkability with local agencies. The Program Manager will also take a leadership role in promoting and presenting on behalf of Downtown On the Go. The Manager will be a voice to and for local businesses, supporting their employees' commutes and improving their bottom lines, and an advocate for employees, students, and residents, making sure they know what their transportation options are. The ideal candidate will have experience with data analysis for project evaluation and an enthusiasm for solving transportation issues with non-motorized solutions.

ESSENTIAL JOB FUNCTIONS

1. Work closely with DOTG Executive Director to manage large contracts, budgets, and day to day work of DOTG staff.
2. Meet with business leaders and property owners to promote DOTG programs, walkability, and livability.
3. Speak on behalf of DOTG.
4. Manage DOTG's Live.Work.Tacoma. program, which includes the Live Close to Work and Bike to A Business programs.
5. Manage contracts with local agencies and support staff in carrying out the work.
6. Plan and manage DOTG campaigns and initiatives.
7. Coordinate marketing initiatives and social media campaigns related to commute options.
8. Support DOTG fundraisers.
9. Support Downtown On the Go events; work with DOTG staff to attend and promote events.
10. Track DOTG's success through project metrics and reporting.

REPORTING RELATIONSHIPS

Reports to the Downtown On the Go Executive Director.

CONDITIONS OF WORK

Office or professional environments; working with downtown businesses. Some on-the-streets events. Events require some flexibility. Job requires some local travel.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree
- 4-5 years experience in transportation demand management, commute trip reduction, or transportation planning and outreach, and project management
- Experience working with businesses and/or planning projects a plus

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 project management.
- Knowledge of downtown Tacoma, Downtown On the Go, transportation demand management and transportation management associations.

Licenses/Certifications/Special Requirements

Driver's License and auto insurance required; a car is not.

COMPENSATION

\$53-56,000 (depends on experience); accrued personal time off (PTO); health care; ORCA pass and Zipcar membership provided.

CLOSING DATE

Feb. 15, 2019 or until filled. First review includes applications submitted by Feb. 15.

TO APPLY

Please email the following materials to kristinaw@downtownonthe-go.org and reference "Program Manager".

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

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.