

Downtown On the Go

JOB DESCRIPTION

JOB TITLE: Transportation Community Liaison

Position Status: Part-time, temporary, flexible

APPROVAL: Downtown On the Go Executive Director

Posting Date: January 24, 2019

ABOUT DOTG

Downtown On the Go (DOTG) 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

Downtown On the Go seeks to hire multiple Transportation Community Liaisons that can support DOTG's extensive events and outreach schedule. After a robust training upon hiring, liaisons will receive a monthly list of opportunities and sign up for hours (up to 20 hours per month). Primary responsibilities will be supporting event staff, hosting outreach booths, and talking with the public.

Hours will vary week-to-week, and at the choice of the employee. For example, one week could be a Walk Tacoma evening walk from 4:30-6:30 p.m., and the next week, a booth at an all day festival. This position runs through December 2019. Evenings and weekends will be required.

ESSENTIAL JOB FUNCTIONS

1. Support DOTG event staff through event check-in, social media, attendee safety, and outreach.
2. Host outreach booths at local events, including talking to the public about transportation options.
3. Coordinate marketing initiatives as dictated by the Executive Director or event staff.
4. Work with DOTG staff to think creatively about community partnerships and events.
5. Attend DOTG staff meetings
6. Other duties as assigned.

REPORTING RELATIONSHIPS

Reports to the Downtown On the Go Executive Director or Events Manager, depending on project.

CONDITIONS OF WORK

Generally out-of-the office work; requires some local travel. Hours will be established in conjunction with the executive director on a monthly basis. Weekends required.

MINIMUM QUALIFICATIONS

Education and Experience

Desire to work on transportation issues and projects.

Enthusiasm about transportation options and willingness to engage with public.

Demonstrated Knowledge, Skills, and Abilities

Basic knowledge of Microsoft Suite.

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

Ability to take initiative.

Ability to organize, prioritize, and meet deadlines.

Ability to attend to details.

Ability to establish and maintain effective working relationships with a variety of people.

Skills and experience in event planning.

Knowledge of Downtown On the Go, transportation demand management, and transportation management associations.

Licenses/Certifications/Special Requirements

Driver's License required; no need to own a car.

COMPENSATION

\$15/hour; ORCA Card for work travel.

CLOSING DATE

Until filled. First review of applications on March 1, 2019.

TO APPLY

Please email the following materials to Kristina Walker, Executive Director, at kristinaw@downtownontheho.org. Please use the subject line "DOTG Transportation Liaison position".

- Cover letter explaining how you learned of the position and reason of interest
- Resume highlighting relevant education, experience, knowledge, skills and abilities
- Three Reference(s)

All employment with 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.