



Job Title:	Marketing and Outreach Specialist	Category:	Transportation Demand Management, Multimodal Transportation Solutions
Location:	Boulder, Colorado	Travel Required:	Local
Level/Salary Range:	\$20 – 25 per hour	Position Type:	Contract
Position Type:	Contract	Posting Expires:	July 14, 2017
Info available at:	Bouldertc.org		
Contact:	Tracy.foster@bouldertc.org		

ROLE AND RESPONSIBILITIES

This is a contract position with Boulder Transportation Connections, a small 501c3 Transportation Management Organization. This position would promote multi-modal transportation to employees and employers in Boulder. The main focus would be employer & community outreach along with regular administrative work supporting required reporting on grant-funded activities. Work would consist of preparing presentation materials, contacting employers and employees, tabling, coordinating and conducting informational meetings with businesses, creating special events, and assisting with the ETC program. Calculating vanpool and transit discounts and act as liaison between public agencies are additional components of the work. This job is for the course of a Federal Grant, starting in July and running through November of 2018. Responsibilities also include reporting , daily, weekly & monthly record keeping including invoices, reimbursement requests, budgeting, statistics and VMT results. Also, administering employee surveys and means of evaluating the impacts of TDM programs.

It would be great if this person understood the linkages between transportation and land use planning. Also the connections between transportation and environment, sustainability, public health, and healthy lifestyles as they relate to commute mode choice. A passion for logic and problem solving, customer service, and human vitality is a plus. Public presentation, graphic design, web design and development skills are also a plus. Personal computer and smart devices/phone skills are important for access to transportation apps and on-demand commuter information. Experience with Carshare, bikeshare, carpooling, vanpooling, bike or walk commuting, RTD transit and EcoPasses a plus as many commutes require a multi-modal approach. A collaborative spirit with excellent follow-up and relationship building skills are also important in this position.

ADDITIONAL NOTES

Candidate will be expected to telecommute and setup information displays at locations throughout Boulder. Some travel to Denver may be requested. Candidate should have a phone and computer with internet access.