

JOB DESCRIPTION

Mobility Planning Associate

Summary/Objective. The Mobility Planning Associate, at the Community Transportation Association of America (CTAA), will support and report to the Director of Technical Assistance Programs in completing deliverables for Association projects, including those funded through federal grants. Approximately half of the Associate's time will be spent on identification and dissemination of strategies to enhance accessibility of public transit services and facilities and inclusion of older adults and persons with disabilities in planning and oversight of transit services through projects of the Transit Planning for All (TP4A) and National Transportation Accessibility Center (NTAC) programs, which are operated by CTAA in partnership with the Administration for Community Living. The other half of the Associate's time will be dedicated to supporting mobility planning projects in communities where Toyota has a presence in the U.S. CTAA undertakes this work through a partnership with Toyota Motor North America. The Associate may also support other mobility planning activities.

Salary range: \$55,000-\$65,000 (commensurate with experience)

Deadline to apply: December 6, 2022

Essential Functions

1. Develop, maintain and provide content for CTAA's TP4A and ACL's NTAC website.
2. Provide guidance to communities seeking information on transportation accessibility and inclusion of older adults and persons with disabilities in transit planning and operations.
3. Arrange, support and participate in regular virtual and in-person meetings with TP4A and NTAC partners and steering committee members.
4. Manage and develop content for TP4A's and NTAC's social media.
5. Arrange, support and participate in on-site and virtual project meetings.
6. Review and maintain project documents and meeting records.
7. Develop knowledge of and expertise in accessible transportation programs, strategies, best practices and inclusion of older adults and persons with disabilities in transit planning and operations.
8. Provide technical assistance to communities in line with Associate's content expertise, including facilitation of community meetings.
9. Represent CTAA at conferences and in workshops, sharing promising practices, innovative strategies and insights.
10. Engage with local officials, organizations, and individuals in assessing mobility needs and formulating practical mobility solutions and services.
11. Support the administration of community grants and other TP4A, NTAC and Toyota products.

Competencies

1. An understanding of community mobility issues, relative to transit, inclusive planning, and accessibility.

2. Excellent verbal and written communication skills, and ability to deliver written content and verbal presentations before audiences of diverse sizes and expertise related to transportation.
3. Ability to collaborate and share information with fellow internal and external team members.
4. Demonstrated team participation and team building experience, coupled with capacity to work independently.
5. Capacity to stay informed of latest community transportation news and trends.
6. A demonstrated work ethic and professional dedication to providing high-quality products.
7. Passion to assist communities and their residents in improving mobility opportunities.

Requirements

1. BA degree in a liberal arts field, a transportation-related field, or a human services field, plus at least 2 years' experience with public transit, community mobility or other relevant discipline or an associate degree in a liberal arts field, a transportation-related field, or a human services field, plus at least 4 years' experience with public transit, community mobility or other relevant discipline, (please describe why relevant in cover letter).
2. Ability to travel domestically, by air and other modes.
3. Familiarization and use of standard office equipment such as copiers and computers, and familiarization with programs such as MS Word and Excel.

Work Environment

This position is located in a professional open office environment as well as on site at technical assistance recipient locations in rural and urban communities throughout the U.S. Candidates should have the ability to work remotely as required during and beyond the evolving Covid-19 pandemic. CTAA currently operates in a hybrid work environment with a combination of in-office and telework. Candidates should have a current Covid-19 vaccination.

Please submit writing samples, examples of any social media campaigns, and any other relevant work you would like to share. Please also note web-based skills (e.g., GTFS coding, GIS-based technology), community engagement skills, etc. that may be relevant.

To Apply

Send a cover letter and resume to Charles Rutkowski at rutkowski@ctaa.org.