



Job Description: Senior Program Associate

The Community Transportation Association of America (CTAA) is seeking to hire a Senior Program Associate in Planning & Technology, to help deliver on activities of the National Center for Applied Transit Technology (N-CATT). Specifically, this position will directly support small-urban, rural, and tribal transit agencies in understanding, making decisions about, and implementing technologies to improve their operations, ridership, safety, fleet transitions, and more. The position also will work across the transit industry on data literacy and standards.

The position will report to the N-CATT director. N-CATT is a technical assistance center operated by CTAA through a cooperative agreement with the Federal Transit Administration (FTA). The goal of the center is to support small-urban, rural, and tribal transit agencies in understanding and implementing new technologies into their systems and processes. This focus ranges from scheduling & dispatch software to low/no-emission vehicles.

The person hired will also support other CTAA technical assistance centers, projects and community work as needed.

The ideal candidate must be passionate about public transportation and supporting transit agencies as they examine their processes and tools and identify the means to improve upon them. They will have experience in scoping, procuring, and implementing technology in a transit operations, planning, or public sector setting, as well as experience with field work.

Essential Functions

- Leverage experience with transit operations and technologies to support transit agencies— primarily through direct technical assistance, web-based resources, training offerings, and/or through research.
- Manage technical assistance efforts, including: facilitating grantee and consultant relationships, monitoring project progress and quality control for Statement of Work deliverables.

- Research and evaluate innovative approaches and transportation planning strategies related to community and public transportation (focusing on technology and its application) and how those might be incorporated into NCATT and CTAA offerings.
- Develop content and provide technical assistance around data literacy for small transit agencies, including workshops or collateral
- Conduct analysis of transit systems, prepare products for NCATT and CTAA projects
- Plan, contribute to, and implement CTAA's annual EXPO conference training and activities, as well as the Association's growing virtual sessions.
- Support procurement, compliance, and project management efforts within their project portfolio, especially N-CATT deliverables they are leading
- Develop and manage content for the annual Small Urban Network conference

Competencies

- Understanding and experience with relevant transit and public-sector technologies and/or processes.
- Experience in transit operations preferred
- Ability to communicate complex concepts to management at CTAA and transit systems.
- Experience with understanding and applying data or other analytical information as they pertain to community and public transit performance metrics and value.
- Demonstrated team participation and team building experience, coupled with capacity to work independently and with light supervision.
- Capacity to stay informed of latest community and public transportation news and trends, especially regarding transit technologies.
- Ability to work directly with federal, state and local transit officials, leaders and advocates.

Requirements

- Bachelor's degree required, plus at least three years of experience related to public sector technologies, transportation planning, operations, procurement, or other relevant public sector activities.
- Ability to travel domestically, by air and other modes. Expected travel of 10% of time.
- Familiarization and use of standard office equipment and software.
- Familiarization with transit system planning and analysis tools, such as Geographic Information Systems, as well as data analysis tools and methods, preferred.
- Ability to work from CTAA's office in Washington, DC, 5 days per pay period, preferred

Compensation, Benefits, and Place of Work

The salary range for this position is \$70,000 to \$75,000. Benefits include medical, dental, and disability insurance; Association matching to a 403(b) program; paid sick leave; and paid time off.

Interested candidates should submit a resume and cover letter to Andrew Carpenter at carpenter@ctaa.org.