



CCAM TAC Program Associate

The **Community Transportation Association of America (CTAA)** is seeking a dedicated and collaborative **Program Associate** to support the Coordinating Council on Access and Mobility Technical Assistance Center (CCAM TAC). In this role, you will work closely with the CCAM TAC Director to deliver high-impact technical assistance and resources for a center funded by the Federal Transit Administration.

The Role at a Glance

As a Program Associate, your work will directly impact the coordination of over 130 federal programs across 10 departments. You will spend approximately **90% of your time** on CCAM TAC deliverables, with the remaining **10%** dedicated to supporting broader CTAA projects.

- **Salary:** \$75,000 – \$80,000 (commensurate with experience)
- **Location:** Washington, D.C. (Hybrid/Professional Office)
 - Note: Applicants must be within commuting distance or willing to relocate within 6 months.
 - **Hours:** 37.5-hour work week

Key Responsibilities

- **Content Creation:** Develop, execute and disseminate webinars, blog entries, and practice profiles for the CCAM TAC audience.
- **Technical Assistance:** Provide expert guidance on community transportation, mobility management, and related topics.
- **Project Oversight:** Support and manage CCAM-TAC grant projects and federal council activities.
- **Professional Growth:** Develop subject matter expertise to lead a specific content area and attend training to facilitate community meetings.
- **Event Support:** Contribute to training content for the annual CTAA EXPO, CCAM-TAC events and facilitate workshops as needed

Qualifications & Skills

- **Education:** BA degree in Liberal Arts, Transportation, or Human Services.
- **Experience:** At least 2 years in community mobility or a related discipline.

- **Knowledge:** Familiarity with public transportation, volunteer driver programs, micro-transit, and mobility technology.
- **Communication:** Excellent writing and verbal skills; comfort presenting to diverse audiences is essential.
- **Technical:** Proficiency in Microsoft Office (Word, Excel).
- **Travel:** Willingness to travel domestically 3–7 times per year.

Why Join CTAA?

We offer a supportive environment focused on professional dedication and work-life balance. Benefits include:

- Fully paid medical and dental insurance.
- 11 paid federal holidays plus 3 weeks of vacation in your first year.
- Paid sick and family leave.
- CTAA is an Equal Opportunity Employer.

How to Apply

Please submit your **cover letter** (explaining the relevance of your experience), **resume**, and **two writing samples** to:

Contact: wagner@ctaa.org