

Title: Regional Transportation Coordinator (Part-Time)

Reports to: Executive Director, Middlesex 3 Coalition

Location: Remote

About the Middlesex 3 Coalition

The Middlesex 3 Coalition is a regional partnership of nine Middlesex County communities including, Bedford, Billerica, Burlington, Chelmsford, Lexington, Lowell, Tewksbury, Tyngsborough, and Westford with the support of the Massachusetts Executive Office of Housing and Economic Development. The coalition communities share a common goal of fostering economic development, job growth and retention, diversification of the tax base and enhancement of quality of life. Members include stakeholders in local government, business, finance, education and development who have combined resources to promote the competitive advantages of the region and advance the economic vitality of the corridor. The Middlesex 3 Transportation Management Association (M3TMA) was created by the Middlesex 3 Coalition to address transportation issues in the region. For more information, please visit: www.middlesex3.com and www.middlesex3tma.com

Regional Transportation Coordinator (Part-Time)

Overview.

The Middlesex 3 Coalition is seeking a part-time Regional Transportation Coordinator to assist in the outreach, promotion and implementation of a variety of transportation planning initiatives and transportation demand management (TDM) efforts. Reporting to the Executive Director, this person will assist with advancing and growing the Middlesex 3 Transportation Management Association and coordinating regional transportation initiatives. This position will coordinate regional transportation enhancements, planning and travel demand management programs. This is a contract position, which will average 15 - 20 hours per week. This is a remote position, which requires as needed travel to the Middlesex 3 region to engage with businesses and municipalities.

Job responsibilities include the following.

1. **Engage current M3TMA members and promote TDM programs.** This includes:
 - Market transit benefit programs to employers through advertisements, phone calls, quarterly newsletter, website, social media, etc.
 - Promote M3 TMA services, including shuttles, biking, carpooling, ERH program, etc.
 - Oversee all employer outreach activities, conduct regular training sessions for employers, schedule and attend regular commuter fairs at employment sites and host on-site promotions including Bike to Work week.
 - Respond to customer requests for information and provide training and follow-up assistance to employees of TMA members.
 - Host meetings with TMA members to discuss current issues/concerns.
 - Maintain database of employer contacts and employer participation in transit programs.
2. **Outreach and engage regional employers, developers and municipalities to grow M3 TMA membership and promote transit programs.**
 - Promote transit resources (i.e., shuttles, carpools, ERP, etc.) to regional employers, developers, and employees.

- Assist and educate employment resources and community groups on available transportation options and resources to help fill area employment opportunities.
 - Organize transportation meetings to address transportation issues/concerns in our region and bring awareness to the M3TMA.
 - Assist Executive Director in educating the business community and public policy makers on the importance of investing in TDM.
- 3. Develop and support coordinated transportation demand management strategies with communities and businesses throughout the region.**
- Work closely with Middlesex 3 TMA communities and transit resources to provide seamless assistance to employers.
 - Serve on local committees and work to integrate TDM into on-going investment and planning activities.
 - Attend regional, state and federal transportation meetings to express current transportation issues/concerns in the Middlesex 3 region.
 - Provide input and follow-up on TDM plans for new development.
 - Communicate transportation-related interests with municipalities, businesses, developers and community groups and serve as a liaison among these groups and transportation agencies at the local and state levels.
- 4. Assist in grant management and funding procurement for the Middlesex 3 TMA.** This includes CMAQ administration, quarterly reports, and processing invoices for grants and M3TMA membership in an accurate and timely manner.

Qualifications include:

1. Applicants must have at least (A) three years of full-time, or equivalent part-time, professional or technical experience in urban planning, regional planning, land use planning, transportation planning, public relations or communications experience and (B) of which at least one year must have been in a professional capacity.
2. In addition, applicants must have:
 - Relevant degree in urban planning, regional planning, land use planning, transportation planning, public relations or communications.
 - Prior knowledge of local, regional and state transportation, TDM, planning and funding processes is preferred.
 - Proven experience in managing social media accounts for businesses.
 - Strong knowledge of MS Office applications (Word, Excel, Outlook, PowerPoint).
 - Strong project management skills, ability to multi-task and attention to detail.
 - Ability to work independently, prioritize projects and travel and engage with businesses and municipalities, as needed.
 - Exhibit a 'can-do' attitude and flexible work style approach. Patience and flexibility to meet demands of a changing environment.
3. In addition to meeting the minimum entrance requirements, it is desirable that candidates have strong written, oral, and visual communication skills; excellent interpersonal skills; analytical, reporting and computer skills; experience with regional planning.

If you are interested in this position, please submit your resume and cover letter to info@middlesex3.com.