

<b>Location: Atlanta, GA</b>	
<b>Opportunities: Executive Director/Senior Program Specialist</b>	
<b>Reports to: Manager</b>	
<b>Pay Rate:</b> \$68,000-85,000 with a comprehensive benefits package	<b>Full Time</b>
<p><b><u>Company Description:</u></b></p> <p>UrbanTrans North America (UrbanTrans) is a woman operated and owned sustainability consulting firm with offices in Atlanta, Toronto, Denver and Los Angeles. Our energetic firm is made up of complementary and collaborative industry experts. We share a common desire to deliver exceptional work to our clients and to our communities.</p> <p>UrbanTrans specializes in innovative transportation solutions with a focus on transportation demand management program development and delivery. This includes organizational development, stakeholder outreach/management, complete marketing services, market-based policy development, as well as multi-modal and active transportation planning.</p> <p>Our mission is: UrbanTrans creates sustainable environments by developing and advancing innovative transportation solutions. We believe that increasing the availability and viability of convenient travel choices for all traveler's benefits communities, employers, developers, and citizens by reducing transportation infrastructure spending, alleviating congestion and improving air quality.</p>	
<p><b><u>Job Overview:</u></b></p> <p>UrbanTrans manages various innovative commuter behavior change programs throughout North America. The successful candidate will be expected to work on a variety of projects but will primarily act as Executive Director to a thriving transportation management association, Perimeter Connects. This position is the perfect fit for a self-motivated, problem solver that enjoys managing all aspects of an organization.</p> <p>Duties will include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Strategic planning, project management, budgeting for Perimeter Connects</li> <li>• Overseeing staffing for the Perimeter Connects organization, including leveraging staff from other offices</li> <li>• Developing and delivering innovative, in-depth pilot projects with key audiences</li> <li>• Recruiting and building productive relationships with employers, ranging from C-suite executives to Human Resource or other managers.</li> <li>• Leading employer recruitment tasks to engage new workplaces and nurturing relationships that support great workplace transportation programs</li> <li>• Leading data collection and managements tasks required to inform program measurement and evaluation, with a strong data-led approach to decision making</li> <li>• Leading the day to day program delivery for Perimeter Connects, including:             <ul style="list-style-type: none"> <li>○ Managing, trouble-shooting, and pivoting strategy implementation</li> <li>○ Resource and time management of project scope</li> <li>○ Ensuring quality control</li> <li>○ Developing and maintaining strong relationships with key stakeholders such as employer partners, funders, and transportation agencies/service providers.</li> <li>○ Managing communication strategies and working with team members to ensure quality control and assurance of all messages and outputs</li> </ul> </li> <li>• Leveraging principles and strategies that create measurable transportation behavior change including:             <ul style="list-style-type: none"> <li>○ Human/social behavior change</li> <li>○ Organizational development</li> </ul> </li> <li>• Leading, planning and when necessary staffing outreach events such as transportation fairs, expos, tabling, lunch and learns, for a variety of client types</li> </ul>	

- Tracking and leading area business development opportunities, RFPs, RFQs and other relevant activities
- Providing direct support to the department manager(s)/director(s) as well as the wider company management team

**Education and Work Experience Requirements:**

- Bachelor's Degree – in a related field
- Four (4) or more years of full-time professional experience, related to organizational development/management, TDM, project management, communications, social marketing, behavior change, public relations, and/or community outreach
- Experience and understanding in behavior change programs and program management
- Project management, including timelines and budgeting
- An advanced degree in Marketing, Economics, Social Marketing, Psychology, Geography, Urban Planning and/or Business Management is highly desirable

**Skills, Knowledge, and Abilities:**

- Must have strong communication and interpersonal skills to work closely with various audiences
- Strong computer skills including knowledge and experience in Microsoft Office and CRM tools
- Must possess excellent presentation and public speaking skills
- Must be able to prioritize work and manage multiple tasks
- Ability to engage professionally with executive level contacts and clients
- Knowledge of sustainable transportation industry is highly desirable
- Knowledge of behavior change concepts and approaches is desirable
- The successful candidate must also possess an entrepreneurial spirit with a strong aptitude for business development

Our expertise can carry us all over the country and sometimes the world. Some travelling may be required for this position

**Other Requirements:**

- Valid Driver's License and access to a vehicle
- Ability to lift, carry and transport 25+ lbs when needed

**To Apply:**

Please send a resume and cover letter to Adam Arnold at [arnolda@urbantrans.com](mailto:arnolda@urbantrans.com).

In your cover letter, be sure to include a quick paragraph or two about how you see your skills being applied to the job overview and overall mission of UrbanTrans.

We appreciate all applicants; however, only those shortlisted for an interview will be contacted. The position will remain open until filled.

**URBANTRANS NORTH AMERICA IS AN EQUAL OPPORTUNITY EMPLOYER. URBANTRANS HAS AN OPEN WORKPLACE THAT CELEBRATES DIVERSITY.**