

Location: Los Angeles, CA (downtown)	
Opportunities: Senior Program Specialist	
Reports to: Manager/Director	
Starting Salary: \$50,000-\$65,000	Full Time with competitive benefits
<p><u>Company Description:</u></p> <p>UrbanTrans North America (UrbanTrans) is a woman operated and owned transportation 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 (TDM) program development and delivery. This includes organizational development, stakeholder outreach/management, complete behavioral 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><u>Job Overview:</u></p> <p>UrbanTrans manages various innovative travel behavior change programs throughout North America. The successful candidate will be expected to work on a variety of projects but will primarily act as Program Manager to multiple thriving transportation management associations (TMAs) and projects in the Southern California region. This position is the perfect fit for a self-motivated, problem solver that enjoys managing and delivering a variety of programs.</p> <p>Duties will include, but are not limited to:</p> <ul style="list-style-type: none"> • Strategic planning and day to day program implementation for TMAs • Overseeing staff resources for the TMA organizations, including leveraging staff from other offices • Developing and delivering innovative, in-depth transportation projects and campaigns with key audiences • Building productive relationships with employers, ranging from C-suite executives to Human Resources, Facilities, and/or other decision makers that result in great workplace transportation programs • Assisting with data collection and analysis tasks required to inform program measurement and evaluation, with a strong data-led approach to decision making • Developing and maintaining strong relationships with key stakeholders such as the client, funders, and transportation agencies/service providers. • Managing communication strategies and working with team members to ensure quality 	

control and assurance of all messages and outputs

- Leveraging business and organizational development principles and strategies that ensure our programs are delivered and strive toward goals
- Leading, planning and, when necessary, staffing outreach events such as transportation fairs, expos, tabling, lunch and learns, for a variety of client types

Education and Work Experience Requirements:

- Bachelor's Degree – in a related field
- Three (3) or more years of full-time professional experience related to sales, organizational/program management, communications, marketing, public relations, and/or community outreach.
- Project management including budgeting
- Nice to have: An advanced degree in Marketing, Economics, Psychology, Geography, Urban Planning and/or Business Management is highly desirable
- Nice to have: TDM experience is a plus
- Nice to have: Experience and understanding in behavior change programs and program management is a plus

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 traveling is required for this position.

Other Requirements:

Valid Driver's License

Ability to lift, carry and transport 25+ lbs when needed

To Apply:

Please send a resume and cover letter to Aaron Gaul at gaula@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.