

<b>Location: Atlanta, GA</b>	
<b>Opportunities: Senior Program Specialist</b>	
<b>Reports to: Lead or Manager</b>	
<b>Pay Rate: \$60,000-\$80,000</b>	<b>Full Time</b>
<p><b><u>Company Description:</u></b></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 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 to create sustainable environments by developing and advancing innovative transportation solutions.</p> <p>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 Program Manager to a thriving transportation management association for the Hartsfield-Jackson Atlanta International Airport, AERO. 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>• Visioning, strategic planning, project management, and budgeting for the AERO program</li> <li>• Leading the day to day program delivery for AERO, including:             <ul style="list-style-type: none"> <li>○ Resource and time management of project scope</li> <li>○ Developing strategy and action plans for tasks, projects and campaigns</li> <li>○ Overseeing staff members</li> <li>○ Leveraging transportation demand management (TDM), business and organizational development principles and strategies to achieve project goals</li> <li>○ Developing and delivering innovative, in-depth commuter transportation pilot projects with key audiences</li> <li>○ Recruiting and building productive relationships with airport employers, ranging from C-suite executives to Human Resources or other managers</li> <li>○ Developing and maintaining strong relationships with key stakeholders such as funders, transportation agencies/service providers, partner organizations, etc.</li> <li>○ Leading data collection tasks required to inform program measurement and evaluation, with a strong data-led approach to decision making</li> <li>○ Playing a critical role in quality assurance and quality control of all deliverables and interactions</li> <li>○ Leading, planning and, when necessary, staffing outreach efforts such as presentations to large groups, transportation fairs, kiosks/expos, tabling, lunch and learns, and other methods</li> </ul> </li> </ul>	

- 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 program management, customer service, communications, public relations, and/or community outreach
- Project management experience
- Experience and understanding in behavior change programs and program management is highly desirable
- An advanced degree is highly desirable

**Skills, Knowledge, and Abilities:**

- Strong project coordination, customer service, communication, administrative and interpersonal skills to work efficiently and closely with various audiences as well as within various project teams
- Ability to contribute to strategy development, implementation, and problem solving
- Strong project management skills including, but not limited to, budgeting, scheduling, leadership, communication, quality control, critical thinking, risk management and task management
- Skills and abilities to ensure your daily efforts/tasks/to-dos are organized, prioritized and productive
- 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
- Ability to engage professionally with executive level contacts and clients
- Knowledge of the Atlanta airport, sustainable transportation industry, and/or Atlanta transportation network is desirable
- The successful candidate must also possess an entrepreneurial spirit with a strong aptitude for membership and partnership development
- Must be able to work independently and productively in an open office environment with a dog friendly policy
- Our expertise can carry us all over the country and sometimes the world. Some travelling is 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
- Employment contingent on passing a Department of Homeland Security background check

**To Apply:**

Please send a resume and cover letter to Emily Haar at [haare@urbantrans.com](mailto:haare@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.