POSITION TITLE
Bike Amenity Inventory Coordinator

Department
Commute Seattle

REPORTING RELATIONSHIP
Program Manager

STATUS
Term limited, temporary

Commute Seattle is an alliance of the Downtown Seattle Association, King County Metro and the City of Seattle working to increase access to downtown. Our Mission is to help downtown users live more and drive less by improving access and mobility to and within downtown.

Overview
Commute Seattle seeks a Bike Amenity Inventory Coordinator to lead a 3 month bicycle amenities inventory project collecting, analyzing, and reporting data on bike amenities in Seattle’s Center City.

In 2010, Commute Seattle completed a baseline inventory of over 1100 buildings showing the existing level of private sector bicycle parking available to accommodate desired levels of bicycle commuting. This summer, the Bicycle Parking Inventory of amenities, which include racks, lockers, showers, and tire pumps, will be updated.

The Bike Amenity Inventory Coordinator will work collaboratively with Commute Seattle partners and stakeholders to lead the project. Partners include but are not limited to the Downtown Seattle Association, King County Metro, the City of Seattle, and other bicycle and transportation organizations. The position will supervise data collection and complete data analysis and reporting. Deliverables will include a gap report, executive summary, and re-population of a web-based bike amenity map.

Responsibilities
• Follow the established methodology and approach to complete an accurate and useful inventory of private building bicycle parking amenities
• Train and monitor staff on field inventory protocols, observation schedules, and data collection
• Develop and communicate effective strategies for managing data collection, analysis and retrieval by and subdividing downtown geographies by property address, parcel, block, section or neighborhood
Effectively develop relationships and communicate with property owners to achieve access to private sector amenities for the purpose of completing building inventories
Work collaboratively and creatively with partner organization to achieve best practices, data and methodology alignment and compatibility.
Compile, merge, and analyze private data with public data
Adhere to best practices for database management
Communicate findings, including gap report and recommendations
Update online bike facilities map
Meet benchmarks as established with program manager
Perform necessary administration and operations functions such as recordkeeping, program measurement, effective reporting, correspondence, and protocol development

Qualifications:
1. Bachelor’s degree in Communications, Marketing, Business, Planning, Public Administration or other related field; students currently enrolled in a Master’s degree program in a related field preferred.
2. A minimum of 3 years in related employment including staff supervision, client management, Transportation Demand Management, Commute Trip Reduction, Consultative Sales, Transportation Planning or other related field.
3. Demonstrated history of increasingly responsible experience performing the variety and complexity of responsibilities associated with this position.

Other Required Skills:
- Professional, polished, confident and capable of developing professional client relationships.
- Demonstrated experience in program management, prefer demonstrated interest in the field of alternative transportation
- Strong analytical skills including experience with data collection, data management, quantitative analysis, and reporting; Competency with MS Access and Excel required, and GIS strongly preferred.
- Demonstrated success setting priorities, meeting project benchmarks and timelines
- Must be able to work independently and as part of a team, and have a strong sense of responsibility.
- Requires excellent written and oral communication skills, including the ability to make public presentations to small and large groups.
- Strong organizational skills, and the ability and willingness to handle multiple projects, demands and moving targets are a must.
- Working knowledge of MS Word, Outlook, and PowerPoint required.

Compensation:
This temporary 40-hours a week position will pay $24.00 an hour.

To Apply:
Email 1) a copy of your resume, 2) a cover letter providing more in-depth information on the experience and qualities you would bring to the job, and 3) the names, addresses, and phone numbers of three references to: hr@downtownseattle.org.

Position Open until filled. To ensure consideration, please send in your application by 5/22.

Commute Seattle is an Equal Opportunity Employer.