Department
Commute Seattle

Reporting Relationship
Executive Director

Status
Full-time; Exempt

Overview
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 Seattle.

The Program Manager is responsible for supporting and implementing all aspects of Commute Seattle’s transportation programs designed to reduce commute trips into downtown Seattle. The Program Manager will oversee all aspects of marketing, administration, and operations with government partners; fulfill grant reporting and implementation requirements; staff the Commute Seattle Advisory Committee; and assist with the creation and execution of Commute Seattle annual State of Transportation event.

Responsibilities
• Coordinate, oversee, and report on various service delivery contracts with local government partners including, but not limited to, Commute Trip Reduction Services and ORCA Passport Sales.
• Assumes responsibility for daily implementation of grant program requirements and programming, grant program management, and reporting of grant information as required by government partners.
• Supervise, develop, plan, coordinate and deliver transportation events and additional specialized outreach in support of program goals: ETC Network Meetings, ORCA 101s, trainings, commuter challenges.
• Create planning documents and content for the annual Commute Seattle State of Transportation event and report.
• Coordinate and staff monthly Commute Seattle Advisory Committee meetings; including creation of reporting documents, agendas, marketing material, and policy papers.
• Populate and finalize monthly and quarterly organizational dashboard of activities and reporting tools.
• Provide complementary transportation solutions in a consultative manner to employers and property managers.
• Develop marketing campaigns and promotional events to meet contracted grant and organizational deliverables.
• Perform and supervise administration and operations functions such as contract administration, recordkeeping, customer tracking, invoicing, program measurement and effectiveness reporting, correspondence and procedures.
• Provide quarterly and annual status reports on grant implementation and invoicing.
• Supervise, hire and develop strong team to assist with goals.
• Other duties as may be required

Qualifications
• A bachelor’s degree required, master’s degree preferred, in urban planning, real estate, business, public administration, or related fields
• 3-5 years of grant/program management experience
• Experience administering programs and managing staff desired
• Experience producing quarterly and annual reports
• Experience managing an annual budget and quarterly invoicing
• Transportation Demand Management (TDM) or other transportation industry experience desired
• Candidate must be professional and capable of providing excellent customer service to potential clients
• Ability 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 groups of all sizes
• Strong organizational skills
• The ability and willingness to handle multiple projects, demands and moving targets is a must
• Knowledge of Word, Excel and MS Outlook required, Access and Microsoft CRM experience desired

Salary and Benefits
Position is at a management level, salary range is competitive DOE. Compensation includes health insurance; vacation and sick leave; holidays; retirement plan; annual transit pass.

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

Deadline for applications is March 2, 2015

Commute Seattle is an Equal Opportunity Employer