

Title: TDM (Transportation Demand Management) Program Coordinator

About Smart Commute:

Smart Commute is a people-powered transportation management organization. Our mission is to inform and serve local communities and businesses by advocating for better transportation options and enhanced mobility for the north metro region. We work with employers to provide employees a wide array of transportation options, a real benefit to the workforce of the north-Denver region. We educate our lawmakers and advocate for the infrastructure necessary to make our initiatives possible. Smart Commute provides information about transportation projects, offers education and programming for mobility options, and promotes public transit and ridesharing to those living within its north-Denver region service area.

Find out more about Smart Commute here: <https://smartcommute.org/>

Find the screening application for this position here: <https://forms.gle/ULR9EhdU1EJfcM4w7>

Primary Responsibilities:

- Offer employers support from the growing suite of Smart Commute Employer Services, with guidance, direction, and creative team collaboration
- Conduct new outreach to service area employers, with guidance and direction
- Conduct visits/virtual visits to employer work sites for TDM needs assessment, which will include phased-in training and guidance
- Attend meetings with partner TMAs and DRCOG to effectively promote regional employer programs and campaigns
- Track all outreach activities within organizational outreach database
- Provide customer support to inquiries by phone, email, or through event contacts
- Coordinate with service area communities for community outreach events
- Staff community events as a team
- Staff support of all required Bike to Work Day activities, including meeting attendance, planning/locating/organizing/staffing of 1-2 organization-hosted stations, outreach to recruit stations organized by others, and outreach to promote the event both at the employer level and participant level throughout the north area
- Coordinate with Regional Schoolpool Program Manager to promote and implement new Schoolpool programs in the regional program via meetings and other support
- Staff attendance and support at monthly North Area Transportation Alliance meetings
- Create materials in support of organizational efforts, both related to Transportation Demand Management (TDM), transportation advocacy, and other initiatives
- Assist in copywriting and editing of organization website, e-newsletter, and social media
- Attendance and participation in various meetings, including regional TDM meetings, local jurisdictional meetings, stakeholder meetings, etc.
- Additional duties as assigned (*position responsibilities could change based upon organizational needs*)

Qualifications:

- 1-3 years of relevant work experience, especially customer facing positions
- Bachelor's degree in marketing, political science, sustainability, or a related field
- Ability to work independently and as part of a team
- Excellent organizational, verbal and writing skills
- MS Office Suite proficient
- Possess excellent customer service skills
- Possess excellent task management skills
- Ability to staff occasional early morning/evening meetings, weekend events, as needed
- Reside in the Denver metro area with the ability to attend meetings and events in the north-Denver metro area
- *Must have a valid driver's license and access to a vehicle for business use (mileage is reimbursed)*

Preferred Qualifications

- Wordpress experience
- Dual-language speaker

Benefits:

- Position is fully remote apart from meetings, events and other work duties assigned.
- Paid Time Off (PTO): 12 days (8 hours per month)
- Additional Paid Holidays: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Holiday (Thursday and Friday), and Christmas Holiday (Christmas Eve and Christmas Day). The Smart Commute Offices are closed between Christmas and New Year's Day and are also paid days off.

Salary Range: \$47,000 - \$53,000

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