



Job Description

Job Title: Program Manager – Mobility Challenge, Movability Austin

Last Date Revised: July 2018

Reports to: Executive Director, Movability

FLSA Status: Exempt

Managed by the Downtown Austin Alliance, Movability is Central Texas' only Transportation Management Association solely dedicated to helping commuters do more with their time by finding mobility options that work for them. We are a non-profit entity working with for-profit companies. We work hand-in-hand with employers and service providers, promoting mobility and commuting options and improving economic vitality by delivering customized professional transportation services, networking and leadership opportunities.

Purpose of Position

The Mobility Challenge Program Manager reports directly to the Executive Director of Movability and plays a critical role in achieving the goals of Movability by coordinating this grant-funded program. Works in collaboration with the City of Austin Transportation Department (program grantor), Central Texas companies, and other stakeholders to successfully manage and execute the goals of the Mayor's Mobility Challenge. The Program Manager leads this project, annually recruiting companies to go through the program as well as managing outside contractors, marketing and outreach, the Mayor's annual lunch, billing and invoicing. The Program Manager is responsible for coordinating the meetings with the participating companies, the employer surveys, the strategic planning and facilitation process, analyzing data, writing and delivering the final planning report, preparing and delivering professional planning services, and managing annual program metrics.

Essential Job Responsibilities

- Recruit up to 25 companies annually to participate in the Challenge
- Conduct employer/employee surveys
- Conduct/facilitate strategic planning meetings with up to 5 new companies
- Create and write up to 5 companies' strategic mobility plans
- Manage professional services to participating companies by working with up to 20 different companies' leadership teams to implement existing strategic mobility plans
- Provide custom services to achieve company mobility goals
- Manage consultants who work on various aspects of the Challenge
- Define program messaging and metrics
- Produce the annual Mayor's lunch
- Maintain knowledge of current Transportation Demand Management best practices
- Stay abreast of local transportation trends and developments by attending relevant meetings, open houses, and workshops.
- Provide back office administration of professional services program including the creation of the scope

- of services and bids, billing, fulfillment and other necessary duties
- Periodic management and oversight of intern(s)
- Contribute to the efficiency of the organization by performing other duties and participating in special projects, as assigned.

Minimum Job Qualifications:

Education

- Bachelor’s Degree in community planning, business, public policy, marketing, communications, or education/teaching

Experience

- 2-4 years of experience in project management, professional facilitation, training and consulting, and strategic planning

Preferred Qualifications:

- Passion for transit, alternative transportation, and/or sustainability
- Experience in geographic information system (GIS)
- Confidence and experience in public speaking

Certifications / Additional Job Requirements

- N/A

Competencies and Skills:

Strong written and oral communication skills.
Public speaking ability.
Excellent attention to detail.
Strong organizational skills.
Ability to work independently while being a good team player.
Ability to work under pressure
Ability to organize and work to deadlines

Management / Supervisory Responsibility:

This position is not currently responsible for the supervision of others.

Accountabilities:

- | | | | |
|---|---------------------------------------|--|---|
| <input checked="" type="checkbox"/> Hire/Term | <input type="checkbox"/> Compensation | <input checked="" type="checkbox"/> Budgets | <input type="checkbox"/> Assign Work |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Appraisals | <input checked="" type="checkbox"/> Planning | <input checked="" type="checkbox"/> Work Review |
| <input checked="" type="checkbox"/> Coaching | <input type="checkbox"/> Promotions | <input checked="" type="checkbox"/> Training | <input type="checkbox"/> Work Leader |

Knowledge Required

Proficient in Microsoft Outlook, MS Word, Excel and Power Point, Adobe Creative Suite, ArcGIS, business writing, proofreading and general office procedures

Physical & Sensory Demands of the Position

Physical, sensory and mental requirements necessary to perform this job

Seeing	yes	Driving	yes	Judgment	yes
Perceptions	yes	Pushing/Pulling	yes	Decision Making	yes
Hearing	yes	Communications	yes	Understanding	yes

Speech	yes	Verbal	yes	Problem Solving	yes
Dexterity	yes	Reading	yes	Directions	yes
Movement	yes	Writing	yes		<input type="checkbox"/>
Climbing	no	Clerical	yes		<input type="checkbox"/>
Lifting/Carrying	yes	Analysis	yes		<input type="checkbox"/>
- # of lbs.	25	Comprehension	yes		<input type="checkbox"/>

Job Description Approvals:

Management: _____ **Date** _____

Human Resources: _____ **Date** _____