

## **Mobility Manager**

NTS is seeking a qualified candidate to fill the Mobility Manager's position.

### *About the agency:*

Neighborhood Transportation Service, Inc. (NTS) provides transportation to work and school at night and on weekends after the city buses discontinue service.

### *Job Description:*

- Act as main contact for Mobility Management.
- Research and document transportation needs and identify best practices.
- Develop measurement plans and reporting systems for transportation projects.
- Facilitate the Transportation Advisory Group.
- Collaborate with local transit and transportation planning staff on public transportation solutions.
- Identify and obtain funding to establish and maintain programs/projects that address unmet transportation needs utilizing alternate services, such as volunteer drivers, carpooling and mobility training.
- Develop marketing materials.
- Investigate the role of a one-call/one-click center and assist in the implementation.
- Assist in developing educational programs such as Lunch and Learns and Community Transportation Forums.
- Document transportation needs among targeted populations: older adults, low income and persons with disabilities.
- Identify, pursue and secure financial resources, potentially utilizing grant writing to support elevated projects.
- Produce a clear measurement plan for elevated projects (outputs, indicators-change in target population and/or systems).

### *Qualifications/Requirements:*

- Bachelor's Degree or three years experience in planning, public administration, social work, marketing, public transit or related field.
- Must be organized and able to multitask.
- Ability to communicate professionally both orally and in writing.
- Must be able to positively interact with diverse populations.
- Proficient in Microsoft Office Excel, Word and email.
- Must be able to work independently and be self-motivated.
- Ability to analyze and identify trends from statistical and other data.

Interested individuals should submit a cover letter and resume to:

Neighborhood Transportation Service, Inc.

Kay Fisk

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