



Job Opening: Employee Outreach/Bicycle Program Manager

Go Lloyd is a nonprofit business association promoting transportation options for employees and residents in Portland's Lloyd neighborhood. Through public-private partnerships, our programs reduce drive-alone commute trips, resulting in improved air quality, increased capacity for customer and visitor trips, and a more livable and sustainable neighborhood. For more information, visit GoLloyd.org.

JOB DESCRIPTION

Go Lloyd is seeking a full-time Employee Outreach and Bicycle Program Manager to oversee several programs that encourage Lloyd employees and residents to choose options like transit, biking, walking, and ridesharing for their daily commute. Areas of responsibility include:

- **Transportation Demand Management**
The Program Manager develops, markets, and manages TDM programs and services, including personalized commute planning, commuter incentives, encouragement events, and educational workshops. The Program Manager tracks results for reporting to our board of directors.
- **Communications**
The Program Manager works with fellow staff and our network of Transportation Coordinators to keep employees and residents informed through newsletters, email alerts, social media, and the development of physical and online materials. The Program Manager responds directly to inquiries and requests, and prepares site-specific information for employers.
- **Bicycle Program**
Go Lloyd's goal is for 10% of all commute trips to be made by bicycle. The Program Manager guides our volunteer Bike Committee in programming events and developing materials, operating within an established budget and tracking and reporting on results. The Program Manager works with our partners and with property owners to expand access to secure bike parking, prevent bicycle theft, and improve bicycling infrastructure.
- **Enhanced Services District Administration**
Go Lloyd is a program of the Lloyd Enhanced Services District, and the Program Manager provides administrative assistance to the organization. Duties include basic bookkeeping, supporting the board of directors, and participating in strategic planning.

The above is not an exhaustive list of duties, and this role calls for a flexible and adaptive approach to job responsibilities. The Program Manager's work is fully integrated into the larger efforts of Go Lloyd, and includes regular collaboration with fellow staff, our board of directors and committees, and partners including the City of Portland, Metro, regional transit agencies and other transportation service providers, etc. The Program Manager is expected to attend regular staff and board of directors meetings and report on progress and activities.

QUALIFICATIONS AND EXPERIENCE

The successful applicant will have a passion for transportation issues, sustainability, and/or urban planning, and a strong commitment to promoting transportation options as a means of increasing livability and supporting growth in Portland's Central City. The ideal candidate will possess a friendly and professional demeanor, project management and group facilitation skills, and an understanding of the need for openness and collaboration in a small nonprofit setting.

Minimum qualifications:

- A bachelor's degree, ideally in a relevant discipline
- Proficiency in Microsoft Office Suite, including Word, Excel, and Access
- Experience with community outreach, meeting facilitation, event planning, and/or marketing, ideally in a nonprofit setting
- Outstanding written and verbal communication skills

Preferred qualifications:

- Experience with data collection and analysis
- Proficiency in Adobe Creative Suite and experience with graphic design
- Experience with QuickBooks and Squarespace
- Basic understanding of transportation planning issues and procedures
- Established relationships with at least some of the partner organizations listed above

SALARY & BENEFITS

Starting salary range is \$40,500 to \$44,200, based on education, skills, and experience. Benefits include paid holidays, vacation/sick leave, comprehensive health care coverage, IRA matching contributions, an annual transit pass, and use of the Lloyd Cycle Station, a world-class cycling facility located in our building. Our open, light-filled office is centrally located within the burgeoning Lloyd neighborhood, and easily accessible by MAX, streetcar, and several bus lines.

TO APPLY

Please submit your resume and cover letter as separate PDF or Word documents to Jenny Taylor at jenny@golloyd.org. The subject line of your email should be "Application for Program Manager". Please include your full name in the file name of both documents. Deadline for submissions is Friday, May 18th, 2018 by 5:00 PM.