



Job Opening: Employer Outreach and Pedestrian 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 and result in improved air quality, increased capacity for customer and visitor trips, and a more livable and sustainable neighborhood. For more information, visit us at golloyd.org.

JOB DESCRIPTION

We are seeking a confident and creative professional to serve as our Employer Outreach and Pedestrian Program Manager. This position administers several programs that encourage Lloyd employees and residents to choose transit, biking, walking, or ridesharing for their commute. Areas of responsibility include, but are not limited to:

- **Employer Outreach**
The Program Manager aggressively markets Go Lloyd's programs and services to neighborhood businesses, using an approach that is professional yet relaxed and friendly. While our programs and services are free to employers, a background in sales may be helpful in this position. The Program Manager also creates marketing content for print and web, and tracks results for reporting to our Board of Directors and partner organizations.
- **Pedestrian Program**
The Program Manager staffs Go Lloyd's volunteer Pedestrian Committee, which works to make walking in our neighborhood safe, fun, and easy. S/he actively recruits and retains members, guides meetings and projects, and plans and coordinates walking-related events throughout the year. The Program Manager also oversees projects approved by the Board of Directors to improve the pedestrian environment and infrastructure.
- **Event Coordination**
The Program Manager plans and coordinates numerous events throughout the year, including transportation fairs and other employer-related outreach events, educational workshops, and regular meetings of our Transportation Coordinator network. This includes recruitment and/or supervision of volunteers, interns, and other staff.
- **Communications**
The Program Manager coordinates with other staff to provide timely information to employers through our Transportation Coordinator network, as well as newsletters, email alerts, social media, etc. Design skills and experience in developing marketing materials will be an asset in this position.

In fulfilling these and other responsibilities, the Program Manager adheres to budgetary guidelines established by the Executive Director. The Program Manager's work is fully integrated into the larger efforts of Go Lloyd, and s/he partners regularly with other staff. The Program Manager attends regular

staff and Board of Directors meetings to report on progress and activities. S/he attends and actively participates in public and community meetings that may occur outside of business hours.

QUALIFICATIONS AND EXPERIENCE

The successful applicant will have a passion for transportation issues, sustainability, and/or urban planning. S/he will have 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 Outlook, 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 in urban planning, public transportation, project management, and/or engineering
- Knowledge of transportation systems and issues in Portland, and familiarity with relevant public partners (e.g., TriMet, PBOT, Metro)
- Proficiency in Adobe Creative Suite, particularly InDesign and Illustrator, and experience with graphic design. Applicants are invited to include samples of previous work as part of their application.

SALARY AND BENEFITS

This is a full-time (1.0 FTE) position. Starting salary ranges from \$37,440 to \$40,560 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 our building's world-class bike parking facility. Our open, light-filled office is centrally located within our rapidly growing neighborhood, and easily accessible by light rail, 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, December 30, 2016 by 5:00 PM.