



Job Opening: Program Assistant

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 GoLloyd.org.

JOB DESCRIPTION

Go Lloyd is seeking a full-time staff member to assist with a number of diverse programs that encourage Lloyd employees and residents to choose transit, biking, walking, or ridesharing for their daily commute. Responsibilities include:

- **Program Support**
The Program Assistant provides regular support to our Bicycle/Employee Outreach, Pedestrian/Employer Outreach, and Transit Program Managers. This role requires the ability to prioritize tasks and juggle multiple projects. The Program Assistant will engage in direct outreach through numerous events, workshops, and meetings, often serving as the public face of the organization, and must be knowledgeable, friendly, and professional.
- **Database Management**
Go Lloyd maintains an extensive database of contacts. The Program Assistant is responsible for data collection and entry, regular maintenance to ensure that information is accurate and up-to-date, and cross-platform (Outlook, Constant Contact) monitoring of distribution lists.
- **Communications/Media Management**
The Program Assistant is responsible for routine maintenance of Go Lloyd's website, daily management of the organization's social media presence, and ongoing delivery of content to our neighborhood-wide transit screen program.
- **General Office Support**
The Program Assistant acts as first-line backup to the Administrative Coordinator, answering phones, serving customers in Go Lloyd's transportation store, and performing other tasks as assigned. This may include cleaning/organizing storage areas, taking inventory, purchasing supplies, simple maintenance of equipment, etc.

The above is not an exhaustive list of duties, and this position calls for an individual who is adaptable, quick to learn, and willing to tackle the variety of tasks that arise in a small nonprofit, from the mundane to the challenging. The Program Assistant may occasionally be asked to work outside of normal business hours as special events or projects dictate.

In addition to the areas of responsibility noted, our ideal candidate will be able to take on projects involving design and mockup of promotional materials such as brochures, posters, etc. **Special consideration will be given to applicants who demonstrate education and/or experience in design work in addition to meeting the minimum qualifications.**

QUALIFICATIONS AND EXPERIENCE

The successful candidate will have experience in an office setting, a passion for working on issues related to transportation, sustainability, and/or urban planning, and a commitment to making our neighborhood and city a better place to work, live, and play. While this is not a physically demanding job, applicants should be able to walk several miles, stand 3-4 hours, and lift up to 25 pounds.

Minimum qualifications:

- A bachelor's degree
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and Access
- Outstanding written and verbal communication skills
- Familiarity with popular social media platforms (Facebook, Instagram, Twitter, etc.)

Preferred qualifications:

- Experience with data collection and entry
- Proficiency in Adobe Creative Suite (InDesign, Illustrator) and experience with graphic design
- Familiarity with Constant Contact or similar CRM platforms, and Squarespace or similar website management platforms
- Basic knowledge of regional transportation systems and issues

WAGE & BENEFITS

This is a full-time position (40 hours per week) with a starting wage of \$15.00 per hour. Benefits include paid time off, paid holidays, comprehensive health care coverage, IRA matching contributions, an annual transit pass, and use of the Lloyd Cycle Station, a world-class bike parking facility in our building. Our open, light-filled office is centrally located in the burgeoning Lloyd neighborhood, and easily accessible by MAX, streetcar, and several bus lines.

TO APPLY

Please submit a resume and cover letter as separate PDF documents to Jenny Taylor at jenny@golloyd.org. The subject line of your email should be "Application for Program Assistant". Please include your full name in the file name of both documents. Deadline for submissions is Friday, November 30th, 2018 by 5:00 PM.