



## **Job Opening: Outreach and TDM Program Manager**

Go Lloyd is a nonprofit association promoting transportation options for employees and residents in Portland's Lloyd neighborhood. For more information, visit [golloyd.org](http://golloyd.org).

### **JOB DESCRIPTION**

The Transportation Demand Management (TDM) and Outreach Program Manager oversees several programs that encourage Lloyd employees and residents to choose transit, biking, walking, or ridesharing for their commute. This role calls for a flexible and adaptive approach to job responsibilities, and the list of duties below is not exhaustive.

### **OUTREACH**

#### **Employer/Employee/Resident/Visitor**

The Program Manager markets Go Lloyd's programs and services to businesses, agencies, and residential buildings. A background in sales or customer service may be helpful here.

The Program Manager represents our organization and advocates on behalf of employees and residents at community events and in public meetings and forums. The Program Manager coordinates with the City to direct livability concerns to appropriate parties.

#### **Mobility Committee**

The Program Manager staffs Go Lloyd's Mobility Committee, recruiting and retaining volunteers, guiding meetings and projects, and planning and coordinating walking and biking events throughout the year. This includes supervision of volunteers, interns, and other staff.

#### **Communications/Transportation Coordinators**

The Program Manager works with other staff to keep our constituents informed through our Transportation Coordinator network, as well as through newsletters, email alerts, social media, etc.

The Program Manager responds to inquiries and prepares site-specific information for employers. Experience in developing marketing materials will be an asset in this position.

### **TDM PROGRAMS**

#### **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.

#### **Pedestrian Program**

The Program Manager actively advocates for people who walk in and through our neighborhood. The Program Manager oversees projects approved by the board of directors to improve the pedestrian

environment and public infrastructure.

### **Bicycle Program**

The Program Manager works with our partners and with property owners to expand access to secure bike parking, prevent bicycle theft, and improve bicycle infrastructure.

### **Regional Transportation Options (RTO) Program**

The Program Manager participates in monthly RTO meetings with Metro, and administers the Commuter Rewards program. The Project Manager oversees Lloyd Links, which provides customized commute plans for Lloyd employees and residents.

### **Enhanced Services District**

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, accounts payable/receivable, supporting the board of directors, and participating in strategic planning.

### **Grant Management**

The Program Manager is responsible for deliverables and reporting for grants that fund Go Lloyd's programs, including Metro RTO grants.

Deliverables include Go Lloyd's Equity Roadmap, which tracks the reach of programs and services to identified underserved populations in accordance with established equity goals.

### **Project Management**

The Program Manager is responsible for delivering pedestrian and bicycle infrastructure projects, as well as additional projects assigned by the Executive Director or board of directors. This may include materials and installation, communication with partner organizations, reporting, and all other aspects of Go Lloyd's investments in the neighborhood.

## **QUALIFICATIONS AND EXPERIENCE**

The successful applicant will have a passion for transportation issues and sustainability, and a strong commitment to promoting transportation options to support livability and growth in Portland's Central City. The ideal candidate will possess a friendly yet professional demeanor, project management and group facilitation skills, and an understanding of the collaborative nature of nonprofit work.

Minimum qualifications:

- A Bachelor's degree, ideally in a relevant discipline
- Proficiency in all applications of Microsoft 365
- Experience with community outreach, meeting facilitation, event planning, and/or marketing, ideally in a nonprofit setting
- Knowledge of transportation systems and issues in Portland; familiarity with public partners (e.g., TriMet, PBOT, Metro)
- Outstanding written and verbal communication, organizational, and time management skills

Preferred qualifications:

- Experience in urban planning, public transportation, project management
- Experience with data collection and analysis
- Experience with QuickBooks, Squarespace, MailChimp, Survey Monkey, Salesforce
- Established relationship with PBOT
- Familiarity with committees and working groups including the Bicycle Advisory Committee, Pedestrian Advisory Committee, Transportation Wallet, RTO group, Central City in Motion

### **SALARY & BENEFITS**

Starting salary range is \$53,500 to \$61,500, based on education, skills, and experience. Benefits include paid holidays, paid time off, comprehensive health care coverage, IRA matching contributions, an annual transit pass, and secure indoor bike parking. This position is eligible for a retention bonus after two years of employment. Our office is centrally located and easily accessible by MAX, streetcar, and bus.

### **TO APPLY**

Submit a resume and cover letter as separate PDF or Word documents to Jenny Taylor at [jenny@golloyd.org](mailto: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 Thursday, February 22nd by 5:00 PM.