**Job Announcement: Program Manager**

Position: Program Manager  
Hours: Full-time (40 hours/week)  
Compensation: $18 per hour  
- Annual transit pass  
- 5% healthcare stipend after 3 mo  
- 10% retirement benefit after 9 mo  
Deadline: Open until filled. Review of applications will begin March 25.

The Westside Transportation Alliance  

The Westside Transportation Alliance (WTA) was established in 1997 and serves as Washington County’s only Transportation Management Association. The mission of the WTA is to provide programs and services to Washington County employees that reduce single-occupant-vehicle trips, reduce greenhouse gas emissions, foster economic vitality and improve health.

The WTA works with member businesses, local jurisdictions, the County, and other transportation organizations to offer workplace services and programs that help employees commute to work by transit, carpool, vanpool, walking and biking. The WTA has a paid Executive Director and eight volunteer board members. The WTA offices are located at 12725 SW Millikan Way, at the Beaverton Central MAX station.

**Position Summary**

The WTA Program Manager oversees programs that encourage Washington County employees to choose transit, biking, walking, or ridesharing for their commute to work. The Program Manager works directly with the Executive Director to help plan and manage WTA programs and events that further the WTA mission and membership base.

**Responsibilities**  
Responsibilities include but are not limited to:

- Manage WTA’s membership services including:
  - Programs that encourage the use of transit, carpooling, vanpooling, biking, walking, teleworking, and flexible work arrangements
  - Monthly on-line newsletters
  - DEQ’s ECO commute survey and reporting
  - Transportation fairs
  - Marketing and support with regional incentive programs including Bike Commute Challenge, Carefree Commuter Challenge, Drive Less Connect
- Represent WTA at Metro’s Regional Transportation Options Marketing Committee
- Assist in growing and maintaining WTA’s business membership
- Manage WTA’s website updates and social media presence, including transportation videos
Staff the Kaiser Permanente Community Fund grant with the following goals
  - A prioritized best practice guide to suburban TDM programs
  - A diverse suburban TDM stakeholder group
  - A pilot TDM program along Cornell Corridor
Provide support for WTA events, including the annual meeting and quarterly transportation events
Write quarterly reports for Metro RTO grant
Support Executive Director in growing WTA awareness and membership
Other office and event coordination duties as assigned

Qualifications
- A Bachelor’s degree, ideally in relevant field such as marketing, communications, non-profit management, business management, city planning
- Marketing and communications experience
- Experience with community outreach, event planning, and/or marketing, ideally in a non-profit setting
- Ability to create reports and manipulate formulas in Excel
- Self-starter; ability to work independently and take initiative
- Ability to prioritize tasks and work on multiple projects simultaneously
- Clear and concise oral and written communication skills
- Ability to represent the WTA professionally to member businesses and partners
- Experience or interest in non-profit work
- Familiarity with Transportation Demand Management strategies a plus
- Ability to work with diverse stakeholders in a suburban environment

Position benefits
- Monthly TriMet transit pass
- 5% healthcare stipend after 3 months
- 10% healthcare stipend after 6 months
- Network with transportation professionals and other non-profits throughout the region
- Work on emerging transportation demand management strategies for a suburban county
- Relaxed office environment located on the MAX Blue Line at the Beaverton Central station

To Apply
Please submit a cover letter, resume and your answer to the supplemental question that demonstrates how your background and work experience makes you a good fit for this position to wta@wta-tma.org with the word ‘Application’ and your name in the subject.

Supplemental Question
Provide a description of a marketing effort you worked on. You can provide up to a one-page written description, as well as 3 pdfs such as brochures, websites, or social media posts.

Applications will be reviewed starting March 25.
The position will remain open until filled.