



## 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 [golloyd.org](http://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:

- **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 actively advocates for people who walk in our neighborhood. S/he staffs Go Lloyd's Pedestrian Committee, recruiting and retaining volunteers, guiding meetings and projects, and planning and coordinating walking-related events throughout the year. The Program Manager oversees projects approved by the Board of Directors to improve the pedestrian environment and public infrastructure.
- **Events**  
In addition to walking events, the Program Manager regularly collaborates with other staff to plan and coordinate events including transportation fairs, educational workshops, and meetings of our Transportation Coordinator network. This includes recruitment and supervision of volunteers, interns, and other staff. S/he represents Go Lloyd and advocates on behalf of employees and residents at community events and in public meetings and forums. Any or all of these may entail working outside normal business hours.
- **Communications**  
The Program Manager coordinates with other staff to provide timely information to the Lloyd community 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

mission and efforts of Go Lloyd. S/he is expected to attend regular staff and Board of Directors meetings and to report regularly on her/his progress and activities.

## **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 (InDesign and Illustrator) and experience with graphic design (Candidates are welcome to send samples of design work)

## **SALARY AND BENEFITS**

Starting salary will range 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](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, November 30, 2017 by 5:00 PM.