



commute options

Date: March 13, 2024
Job Title: **Program Assistant**
Employment: Regular, Part Time
FLSA Status: Nonexempt

Reports To: **Education Program Manager**
Work Schedule: M-F
Work Location: Office 40% & In the Field 60%

JOB DESCRIPTION SUMMARY

This position would be supporting the Safe Routes to School (SRTS), the Oregon Friendly Driver (OFD), and Get There Rewards (GTR) Programs. Community outreach and event attendance are important aspects of this role to promote the programs and engage with the community. The SRTS program creates fun, convenient, and safe opportunities for children to walk and roll to and from school. The OFD program facilitates classes that educate people who drive on what to expect from people walking and rolling to improve the safety on our roadway for all users. The GTR program manages rewards for employees at partner companies who use Transportation Options to and from work. The Program Assistant reports to the Education Program Manager and acts as an instructor for both SRTS and OFD. The Program Assistant reports to job sites including schools, various classroom venues, and special events to help deliver SRTS to students K-8 and OFD to teens and adults. The position also supplements the GTR program by assisting in compiling data and answering user inquiries. GTR program support is done online (not in person).

ESSENTIAL JOB DUTIES & FUNCTIONS – These can be performed with or without an accommodation.

- Support program planning and implementation of activities. Prepare program documents and maintain records.
- Ensure that objectives and activities are properly implemented per grants and contracts.
- Deliver informative and engaging SRTS and OFD program safety education as an instructor.
- Completes tasks described in OFD program contract; including, but not limited to virtual and in person class instruction and data collection.
- Support Outreach Activities: Assist in outreach events outside of regular instruction time, including but not limited to encouragement events, bike nights, walk/roll to school events, May challenge events, and community events.
- Collaborate with other team members to ensure the success of outreach initiatives and activities.
- Event Attendance and Assistance: Attend various events as required and provide assistance as needed. Help with the transportation of materials to and from events, ensuring all necessary items are readily available and organized.
- Assist in data collection and customer inquiries about the Get There Connect platform and rewards.
- Accurately and timely report on deliverables each quarter to ODOT, City of Bend, and any other applicable contracts.
- Perform other duties as assigned by the Education Program Manager for the further development of the agency.

COMPETENCIES

- Stress Management – Accepts pressure and maintains composure and perspective in tense situations and under deadlines with funders, donors, community partners and members, Board, and staff.
- Detail Oriented & Quality Focus – Verifies all work. Recognizes and addresses flaws or errors. Receives constructive criticism and seeks to improve.
- Interpersonal Communication – Builds rapport with a positive and collaborative attitude with all levels of people within the organization and outside.
- Nonprofit & Job-Specific Knowledge – Understands transit industry and transportation issues and its standards, practices, and processes.



QUALIFICATIONS

- Must embrace the mission of Commute Options.
- Always demonstrate professional conduct.
- Strong interpersonal and writing skills.
- Be organized and exhibit “follow through” on tasks and goals.
- Possess the skills to work with a team and participate with a focus on collaboration.
- Knowledge in transportation industry principles and laws.
- Have access to a bicycle in safe working condition.
- Have reliable means of transportation.
- Proof of eligibility to work in the United States of America.

BENEFITS

- Extensive benefits package and PTO: employer paid health care, Vanguard 403b retirement account - employer contribution, cell phone stipend
- Paid personal and professional development opportunities: we invest in the growth and advancement of its employees by offering financial support for activities such as attending conferences, workshops, training programs, or pursuing further education.
- Overall, this benefits package demonstrates Commute Option's commitment to supporting the well-being, financial security, and professional development of its employees.

WORKING CONDITIONS, ENVIRONMENT & PHYSICAL DEMANDS

Working conditions require sitting or standing for prolonged periods of time working at a desk and computer workstation. Must be able to frequently perform simple grasping, fine manipulation, and repetitive hand and arm movements on a regular basis. Must be able to walk, stand, bend, twist, run, ride, and roll and perform these actions in work settings and at events. Must be able to lift bicycles and load bicycles into a trailer. Must be comfortable riding a bike while managing groups of students on bikes. Must be able to stand and sit for prolonged periods of time and can safely lift and carry up to 50 pounds of materials and equipment.

The above statements are intended to describe the general nature and level of the work to be performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with the position. Commute Options reserves the right to amend and change responsibilities to meet business and organizational needs.

My signature below indicates that I have reviewed this job description and have received a copy.

Employee Signature

Date

Executive Director Signature

Date