



Transportation Demand Management Program Coordinator Hiring Process

The I-70 Mountain Corridor Coalition is hiring a part time Transportation Demand Management (TDM) Program Coordinator. This is a one year contract position with potential for renewal on an annual basis.

Applicants are asked to submit by November 30, 2018:

Cover letter including interest, a synopsis of relevant experience or qualifications. including familiarity with the I-70 or similar corridor.

Resume

A writing sample (maximum of 2 pages)

Three professional references including name, email and phone number.

Materials should be emailed to: info@i70solutions.org to the attention of Margaret Bowes, Director, I-70 Coalition.

Timeline:

Deadline for applications	November 30, 2018
Interviews	Week of December 10, 2018
Selection of candidate	December 21, 2018
Start date	January 7, 2019

Position Details:

\$22.00-\$28.50/hour, dependent on qualifications.

This is a one year contract position with no employee benefits.

Office space, equipment and support services are the responsibility of contractor.

Travel and other appropriate expenses will be covered.



**TDM Program Coordinator
Position Announcement
(Posted 11.9.18)**

The I-70 Mountain Corridor Coalition is hiring a part time Transportation Demand Management (TDM) Program Coordinator. This is a one year contract, potentially renewable on an annual basis. His/her duties will include, but are not limited to, the following components: Overall administration, direction and evaluation of TDM activities on the I-70 Mountain Corridor, implementation of the 2018-2019 I-70 Coalition TDM Work Plan, managing all aspects of the Gol70.com program, and seeking additional strategies to change travel behaviors of I-70 travelers through transportation demand management.

The ideal candidate will have:

- Strong written and verbal communication skills
- Experience coordinating TDM activities among multiple agencies, including changing travel behaviors through TDM actions and promoting sustainable transportation modes such as ridesharing and transit.
- Ability to initiate, develop and maintain working partnerships with a wide variety of I-70 mountain corridor stakeholders including resorts, resort associations, the lodging sector, property management companies, businesses and business groups, CDOT, Colorado State Patrol, Colorado Motor Carriers Association, transit and rideshare providers, tourism-based organizations, I-70 Coalition members, and others.
- Ability to work independently on multiple projects under weekly deadlines
- Excellent organization skills and attention to detail

Qualifications:

At least 3 years of experience in communications, marketing and/or conducting outreach in transportation demand management, sustainable transportation or a related field

Bachelor's degree in marketing, communications, public administration, public affairs, or a transportation-related subject is preferred.

Working knowledge of Concrete 5, Mail Chimp, Facebook and Twitter a plus.

Description of Work:

Implement strategies outlined in the I-70 Coalition's TDM Work Plan:

https://i70solutions.org/files/1315/4092/9769/TDM_Work_Plan_2018-2019.pdf

Manage all aspects of the GoI70.com program & website, including maintaining current and accurate content, writing a weekly blog, researching and posting a Weekend Travel Forecast every Thursday, frequent Facebook & Twitter engagement on @GoI70 social media channel, and sending eBlasts to GoI70 email subscribers.

Promote and manage the GoI70.com Peak Time Deals program.

Share TDM messaging with I-70 corridor stakeholders/partners throughout peak summer and winter seasons.

Maintain database of stakeholders/partners such as media, PIOs, chambers, lodging contacts, resort associations/property management companies and other tourism related organizations.

Distribute GoI70 marketing collateral to Visitor & Information Centers and other outlets as needed.

Perform outreach to large event organizers to encourage inclusion of TDM messaging in event communications.

Exploration of how Denver-area van pool program vans might be utilized for I-70 weekend use.

Oversee all aspects of TDM Committee meetings including planning, facilitating, drafting minutes and implementation of action items that result from such meetings.

Provide TDM Committee and TDM Program updates to the I-70 Coalition board and full membership as requested.

Serve as spokesperson for the I-70 Coalition's TDM program.

Seek out opportunities to partner with I-70 mountain corridor stakeholders on TDM strategies.

Prepare quarterly progress reports.

Prepare correct and timely activity reports and an invoice on a monthly basis.

Position Details:

This is a one year contract position, potentially renewable on an annual basis.

Time commitment is up to 20 hours per week.

Compensation range is \$22.00 - \$28.50/hour, dependent on qualifications.

Position location is flexible but ideally along the I-70 Mountain Corridor or in the Denver Metro area. Candidate and I-70 Coalition Director will meet by phone frequently and in person occasionally or as needed.

All necessary equipment and support to accomplish the successful completion of position responsibilities will be provided by the Contractor. Contractor will provide own office space.

Travel and other appropriate expenses will be reimbursed on a monthly basis.

Target hire date is January 2019.

The I-70 Coalition has the right to accept and/or reject any and all applications.