

Now Accepting Applications for

Travel Training Coordinator

\$35.00- \$50.00 per hour (temporary grant-funded)
Part-time position, not to exceed 18 hours per week
Applications due: February 22, 2019 by 5pm

THE POSITION

The West Contra Costa Transportation Advisory Committee (WCCTAC) is currently recruiting for a part-time Travel Training Coordinator. Under supervision of the Project Manager, this position assists with the implementation of a West County Travel Training Program focused on local senior and disabled residents. This is a temporary position with the possibility of extensions subject to grant funding availability. Based on current funding, the position is expected to have at least a two year duration.

The Travel Training Coordinator will develop and administer an outreach program that offers assistance to senior and disabled residents seeking options to driving. These options could include the use of fixed-route transit, TNC (Uber/Lyft options), and ADA and non-ADA paratransit services. The outreach efforts could include, but are not limited to: workshops, one on one travel training, and group travel training. This person will also participate in the development of public information and community involvement programs and projects, and general community outreach. The Travel Training Coordinator will also work closely with the West County Mobility Management Group.

QUALIFICATIONS

- Knowledge and experience working with the senior and disabled population.
- Experience implementing effective promotional, public information, community outreach, and marketing efforts to assist a diverse audience.
- Knowledge and experience applying the terminology, methods, techniques and resources used in transit and paratransit programs.
- Experience with program evaluation, including data collection procedures, and methodology.

SKILLS & ABILITIES

Applicants should have excellent communication skills, as shown by the ability to communicate both orally and in writing with peers and the public. The work for this position may be partly performed in an office setting involving a computer and telephone, and partly performed in the field. The Travel Trainer will likely spend considerable time in the field at events or trainings that they have arranged and may, at times, work alone in remote locations within West Contra Costa County. The position

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

requires physically moving event equipment and materials; requires the ability to lift up to 25 pounds.

EXPERIENCE AND EDUCATION

- Completion of a bachelor's degree in public administration, marketing, urban studies, transportation, or a closely related field.
- Minimum of five years of experience working in transportation with the senior and disabled population.
- Possession of a valid Class C California's Driver.
- Equivalent combination of education, training and experience.

THE APPLICATION / SELECTION PROCESS

Each applicant must submit a cover letter, resume, and completed supplemental questionnaire, which can be obtained through our [website](#) or by contacting WCCTAC staff at 510-210-5930. The materials may be submitted by US Mail or by emailing to vjenkins@wcctac.org. Candidates who do not submit materials by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process which may include interviews. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process.

For more information about WCCTAC or the position, visit our website at <http://www.wcctac.org/>