



Part-Time Dulles Airport Rideshare Coordinator

DESCRIPTION OF WORK

(This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.)

- * Administers elements of DATA's Dulles Airport Rotating Rideshare Coordinator Program.
- * Works on-site at various business locations within the DATA service area during morning, lunch time and afternoon hours (exact schedule to be determined) assisting employees in forming car pools, maintaining existing car pools, and facilitating ridematching through locally established web-based services. May also be asked to assist in the formation of vanpool services .
- * Develops and implements action plans to achieve specific performance-related Rideshare Program goals.
- * Works with other DATA staff and external partners to ensure the coordinated operation, outreach, and communication of the DATA's Dulles Airport Rideshare Program.
- * Assists employers located on the Airport proper with presenting and implementing rideshare opportunities and provides recommendations to implement or enhance rideshare efforts at airport worksites.
- * Demonstrates and provides non-technical training on web-based outreach tools, including but not limited to Commuter Connections and NuRide web-based services.
- * Assists DATA staff in conducting presentations to employer and employee groups.
- * Ensures quality customer service delivery of rideshare products and services.
- * Documents and reports Rideshare Program efforts and performance measurements, including but not limited to total participants served, new recruitments and programs established.

PREFERRED QUALIFICATIONS

Knowledge, Skills and Abilities:

- * Strong marketing and sales ability required.
- * Ability to:
 - work independently;
 - manage and execute projects;
 - establish and maintain effective working relationships with employers and other clients, and partners;
 - manage, compile and report data; and
 - communicate effectively, orally, in writing and via presentations.
- * Strong organizational skills.
- * Proficiency in the use of Microsoft Office Suite and Internet Explorer.
- * Multi-lingual capabilities are preferable, but not required.

Preferred Education and Experience:

- * Graduation from a four-year college or university with major course work in marketing, public or business administration.
- * Two years applicable professional experience.
- * Equivalent combination of applicable education and experience.

Necessary Special Requirements:

- * Valid driver's license and access to automobile or to substantially equivalent alternative transportation and willingness to work on-site at various employer locations in DATA service area.

STATUS: Part-time, 10 – 15 hours/week

SALARY: \$15 - \$20/hour

APPLICATION DEADLINE: February 1, 2012

SEND RESUMES TO:

Dulles Area Transportation Association

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