

# Transportation Specialist I (Remote)

STATUS: Full time, Exempt

POSITION OVERVIEW: As the Transportation Specialist, you will manage client initiatives in assigned markets for the suite of DATA's Transportation Demand Management (TDM) Program services, under the direction of the Director of Programs.

## RESPONSIBILITIES:

- You will implement and manage client-related initiatives in assigned markets for the suite of DATA's Transportation Demand Management (TDM) Program services: carpool, vanpool, school pool, telework, Guaranteed Ride Home (GRH), Best Workplaces for Commuters (BWC), Plu\$50, and other approved TDM activities.
- Prospect for new business, generate and distribute leads to DATA's TDM Partners as appropriate, and fulfill service requests in assigned markets.
- Initiate and conduct personal visits to target prospects.
- Attend trade shows and/or host events to promote DATA's TDM Program suite of services.
- Prepare and conduct presentations for employer and employee groups, school groups and other organizations.
- Ensure quality customer service delivery of DATA's TDM Program products and services.
- Document and report client activities to meet performance goals.
- Enter and maintain client data and other information for existing or prospective clients, into appropriate databases (ACT).
- Investigate and resolve client problems.
- Stay abreast of industry trends and practices and maintain awareness of market shifts.
- Train and work with employers and DATA's TDM Partners to advance utilization of TDM suite of services.
- Develop and maintain knowledge of successful transportation demand management techniques and actively recommend best practices to the Director of Programs and the President/CEO.
- Exercise discretion and independent judgment in carrying out duties and responsibilities.

- Assist in the preparation of monthly, quarterly and annual reports on program/grant activities.
- Perform quality work within deadlines, with or without direct supervision.
- Perform additional duties as assigned.

#### QUALIFICATIONS FOR APPOINTMENT: (Knowledge, Skills and Abilities)

- Working knowledge in areas of client relationship building.
- Persuasive negotiation skills with emphasis in securing new clients.
- Comfortable making cold calls.
- Strong interpersonal skills, good judgment and ability to communicate in a professional manner with diverse audiences.
- Proven problem analysis, resolution and analytical skills.
- Ability to:
  - prioritize and manage multiple projects/responsibilities while meeting stringent deadlines,
  - communicate effectively orally and in writing,
  - work outside of normal business hours as needed/directed,
  - work collaboratively and cooperatively.
- Strong organizational skills; detail oriented.
- Reliable, dependable, flexible and responsive.
- Familiarity with TDM services desirable.
- The ideal candidate will:
  - be self-motivated, thrive in a small team environment, and be willing to take on new challenges;
  - be flexible in approaching employers/clients and able to adapt to different circumstances to achieve results;
  - be highly organized and able to manage multiple tasks/employers at the same time; and
  - have excellent oral and written communication skills and be proficient in Microsoft Office and other technologies as necessary.

#### EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field.
- Ability to speak and write Spanish desirable.
- Two (2) to three (3) years of applicable experience.
- Equivalent combination of applicable education and experience.

#### NECESSARY SPECIAL REQUIREMENTS:

- Virginia driver license and access to automobile or to substantially equivalent alternative transportation.
- This is a 95% remote work position. Applicant must be able to provide a suitable work situation to accomplish the requirements of the position.

COMPENSATION:

Paid sick leave and personal time off, matching 401 Plan, federal holidays, potential for healthcare subsidy, flexible scheduling will be considered, and salary will be determined on qualifications. Salary range - \$43,000 - \$60,000 annually.

TO APPLY:

Send resume and cover letter to [dpickford@datatrans.org](mailto:dpickford@datatrans.org) with the job title **Transportation Specialist I** in the email subject line.