



Rideshare Program Coordinator

\$20.09- \$24.99 per hour, plus benefit package

Status: 3/4 to full time

Closing Date: Monday, December 8, 2008 at 12PM

First Round Interviews: Thursday, December 18, 2008

I. Definition and Purpose

The San Luis Obispo Regional Rideshare, a division of the San Luis Obispo Council of Governments (SLOCOG), is seeking a Program Coordinator to assist and/or operate essential functions within the Rideshare Program. The Rideshare Program Coordinator is a full-time staff employee and an integral part of the energetic and innovative team leading the delivery of Transportation Demand Management (TDM) programs and services in San Luis Obispo County. The Program Coordinator will oversee and assist with Rideshare service, outreach, marketing and program development and/or delivery. Scope may include assignments in one or more areas within Rideshare depending upon organizational priority. The Program Coordinator will be utilized as key resource in encouraging residents and visitors to reduce the number of vehicle miles traveled and single occupant vehicle trips as well as reduce air pollution and energy consumption in San Luis Obispo County.

II. Essential Qualifications

- Strong written and oral communication skills essential
- Experience coordinating several projects at once and organizing events
- Experience working with diverse populations
- Computer literacy in Microsoft Office platform
- Proven ability to learn new software and technical programs
- Demonstrated ability to facilitate large groups and manage relationships
- Confident cyclist with an enthusiasm to increase bicycle ridership
- Organization skills essential
- Familiarity with transportation demand management strategies
- Experience managing a budget

III. Education and Experience

- Degree with major coursework in public or business administration, education, planning, marketing or related field

- Two years experience in transportation demand management, public outreach, project management or education
- Equivalent combination of applicable education and experience listed above

IV. Essential Duties and Responsibilities

- Coordinate, promote, execute and evaluate Bike Month including Commute Challenge, events, education and outreach
- Coordinate Safe Routes to School program including collaboration with partner organizations, grant assistance, dissemination of information, planning events and development of program materials
- Assist with Rideshare programs, marketing and promotional campaigns
- Applicable web-based content management and development
- Assist with program implementation and outreach to under represented populations

SLOCOG reserves the right to retain this position “vacant” subject to budgetary shortfalls.

See <http://rideshare.org/cm/about/aboutUs.html> to download an application.
Please submit application, resume, and cover letter to:

San Luis Obispo Council of Governments
SLO Regional Rideshare Program Coordinator Position
1150 Osos Street; Suite 202
San Luis Obispo, CA 93401

FAX: 805.781.5703

Email: mmarshall@rideshare.org

For more information about SLO Regional Rideshare www.rideshare.org