Position Summary

The Chittenden Area Transportation Management Association (CATMA) is seeking a dynamic, knowledgeable, and team-oriented individual to contribute to the growth and success of our TMA serving Chittenden County. We are a regional gateway connecting businesses, developers and municipalities with effective sustainable transportation options and solutions. The Analyst is essential to designing and managing data collection systems. CATMA’s data is fundamental in evaluating the performance of our transportation demand management (TDM) programs, as well as calculating and monitoring the travel behavior and emissions which is vital to the success of our members ambitious and critical climate action goals. The Analyst will produce plans and reports, in collaboration with CATMA staff, external stakeholders, and members, to influence decision makers on innovative sustainable transportation policy. The Analyst must work closely, courteously, and cooperatively in a small office environment with an “all-hands on deck” personality and willingness to support a wide range of projects, programs and partnerships as needed.

Essential Job Functions/Responsibilities

- Design, administer and manage commuter travel surveys
- Administer and monitor TDM Programs, such as commuter solutions platform and reward benefits
- Conduct analysis & data interpretation of TDM programs and travel surveys
- Develop reporting, plans and presentations on programmatic and survey outcomes to attain and advance respective TDM strategies, services, activities, and targeted campaigns
- Support the development and delivery of existing and prospective members strategic TDM plan, goals, and strategies
- Manage production of the Joint Institution Parking Management Plan updates
- Manage all organizational data elements to ensure accountability, data integrity and quality outputs for organization and members
- Execute and enforce data management policies, procedures, and documentation (including maintaining data libraries)
- Participate and/or lead in presentations made to members, public officials, and general public on TDM projects, data or reporting
- Identify and refine performance metrics, data needs and tools to better evaluate TDM program and drive business development, planning, and policy decisions
- Research and monitor current and emerging reports, studies, legislation, and technology related to TDM and data management systems
• Collaborate with local, regional, and state partners and agencies on various transportation, energy and climate plans, programs, and initiatives to achieve transportation goals & objectives
• Establish, maintain, and leverage good rapport with local, state, and national partnerships, government agencies, business community and community organizations
• Assist with staffing member, community, and public outreach events
• Plan, organize and manage additional projects as requested

Requirements/Expectations
• Bachelor’s degree in transportation, urban and regional planning, public administration, or related field
• Excellent skills in analyzing qualitative and quantitative data
• Skilled in data visualization software, scripting and/or statistical language, and statistical analysis and management principals
• Proficient with Microsoft Excel, and survey applications such as Survey Monkey and Lime
• Proficient in a statistics software like SPSS or equivalent
• Experience with database, project and time management
• Interest in learning new technologies and streamlining processes
• Exceptional writing, editing, planning and organizational skills; detail oriented
• Strong interpersonal and communication skills; passionate, cooperative team player with consensus building skills
• Public outreach and community presentation experience
• Knowledge of non-profits and TDM industry and sustainable transportation are a plus
• Passion for non-profit, mission driven work

This is a full-time, 40-hour week, salaried position with a salary range between $39,000-$43,000 annually, commensurate with experience. Hybrid work environment with CATMA’s office at 20 West Canal Street, Winooski, VT. Employment offers a friendly, casual, and flexible schedule. Benefits include medical and dental benefits, 403(b), subsidized transportation perks, professional development, and network opportunities. Combined paid time off as well as 14 holidays. The Analyst will report directly to the Executive Director.

Applicants should e-mail a letter of interest and resume to Sandy Thibault, sandy@catmavt.org. Only applications deemed qualified will be contacted.