



TRANSPORTATION ANALYST POSITION

Posted: December 20, 2018

Position Overview:

CATMA seeks a dynamic and passionate individual to join its team. Through our work, we serve as a regional portal to connect businesses, developers and municipalities with effective and cost-efficient transportation solutions.

The Transportation Analyst will have an integral role in enhancing the data analysis and reporting for CATMA. Primarily responsible for collaborating with CATMA staff and external stakeholders, including members, to conceptualize, design and produce required data analyses, plans and reports. The analyst will also assist with grant applications and reporting, and administrative and project management.

CATMA currently has two staff professionals. The Analyst must be able to work positively and collaboratively 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. Analyst will be an active member at team meetings and brainstorming activities to help move projects and tasks forward, including CATMA's Strategic Business Plan currently underway. The Plan results may present opportunity for position and organizational growth.

Responsibilities:

Data Collection, Analysis and Reporting

- Oversee, regularly assess and enhance data components (profiles, impacts, surveys).
- Prepare, conduct and analyze transportation surveys for clients.
- Conceptualize, design and produce comprehensive CATMA annual report in an informative, clear and concise format.
- Assemble, analyze and present reports on relevant programmatic and survey outcomes for individual clients to attain and advance TDM strategies.
- Implement efficient data collection and performance metrics to evaluate TDM program effectiveness, identify problems and recommend opportunities for improvement.
- Lead development of current & future technology and data collection practices.
- Research & monitor new emerging TDM initiatives/legislation that intersect with CATMA.

Special Projects

- Prepare, coordinate and produce CATMA annual Joint Institution Parking Management Plan with ED direction.
- Assist ED with attainment of work plan goals and objectives, including bi-annual assessment and adjustments as needed.
- Plan, organize and manage additional projects to achieve goals and deliverables as requested.

Client & Stakeholder Relations

- Communicate and collaborate with existing and prospective clients by assisting with the development and delivery of their strategic TDM plan, goals and strategies.

Chittenden Area Transportation Management Association

20 West Canal Street, Suite C-9 Winooski, VT 05404

802.656-RIDE (7433) • info@catmavt.org • catmavt.org

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- Establish, maintain and leverage good rapport with local, state, and national partnerships, government agencies, business community and associations.
- Participate in committees, task forces and events as requested.

Organization

- Provide high-level support functions for Executive Director, Board of Directors and Committees as requested
- Serve as liaison between organizations and various groups.
- Contribute to a consistent, energetic and innovative team.
- Seek, manage and write organization related grant management, administration and reporting.

Requirements/Expectations

- Bachelor's degree in research/analysis, business, urban and regional planning, public administration or related field. Knowledge of non-profits and TDM industry are a plus.
- Thorough analytic and strategic thinking skills, knowledge and understanding of qualitative and quantitative methods of data analysis.
- Exceptional writing, editing, planning and organizational skills. Detail oriented.
- Experience with database management, project management, and time management.
- Strong interpersonal and communication skills; effective team and consensus building skills.
- Public outreach and community presentation experience
- Proficient with Microsoft, survey applications such as Survey Monkey, and familiar with Mac's a plus.
- Interest in learning new technologies and streamlining processes.
- Innovative self-starter, independent judgment.

This is a 30-40 hour week salaried position based in Winooski, VT. Offering a Work life balance, schedule flexibility, commuter benefits, free on-site gym/pool amenities, and 403b plan upon 3-months of completed work. Medical Insurance negotiable. The Analyst will report directly to Executive Director. Salary range is \$35,000-\$45,000 based on experience.

Please send a resume, cover letter and relevant work samples to sandy@catmavt.org. Applications will be accepted until January 16, 2019.

CATMA is a non-profit 501c3 membership based organization with a mission to jointly plan and manage transportation and parking in ways that better coordinate land use, lessen environmental impacts. CATMA has managed and administered turn-key transportation demand management (TDM) programs since 1992 for its founding institutional members, and expanded to a regional TMA for Chittenden County in 2015. This expansion has enabled CATMA to manage and support mobility programs to/from/around Chittenden County for employers, developers and municipalities.

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