

Mobility Manager

Pay: From \$14.00 per hour

Job type: Full-time

Schedule: Monday to Friday Day shift

Benefits: Health insurance, Paid time off, Flexible schedule

Job description

The Mobility Manager works with local partners to improve/increase transportation service for all individuals in Fairfield County. This position will be responsible for short-range planning and management activities for improving coordination among public, private and nonprofit transportation service providers with the intent of removing barriers to individuals seeking transportation.

Responsibilities:

- Develop a coordination program for human service transportation by collaborating with community organizations which provide service in Fairfield Counties.
- Identify needs of individuals and communities area
- Develop goals and objectives for sustainability and growth of the Mobility Coordination program.
- Identify and research corporate, foundation and government sources of funding for matching funds and new or ongoing programs.
- Attend appropriate conferences, meetings and trainings as required and appropriate to the Mobility Management position or as assigned by supervisor
- Develop and maintain an accurate reporting system

Education, Knowledge, and Experience:

- Excellent verbal and written skills, detail oriented, and computer skills, comfortable and adept at making presentations to small and large audiences.
- Ability to work with a variety of people with varied backgrounds, expectations and education level
- Organized, motivated, self-starter, able to work individually or in a group, innovative thinking skills
- Articulate, performance driven, results oriented.
- Demonstrated ability to record and provide written reports, writing skills necessary for local, state, and national grant writing and reporting.
- Experience in customer service and responding to customer inquiries.
- Possession of a valid driver's license and access to an insured vehicle for work related travel.
- High School Diploma; 2-3 years' work experience in government or non-profit agency or business operations and/or marketing. City or Regional Planning experience a plus.