



### **Job Description:**

#### **Transportation Demand Management Coordinator (part-time)**

[MetroBike LLC](#) is a leading provider of bikeshare, scootershare, and bike parking solutions in the Washington, DC region. We are seeking a Transportation Demand Management Coordinator to assist a community improvement organization in Fairfax County, Virginia to encourage residents, businesses, and visitors to bike, walk, scoot, and use transit. This is a part-time position of 20 – 25 hours per week.

#### **Key Responsibilities:**

- Develop and implement a plan with the client organization to incentivize biking, walking, scootershare, and transit during a fall campaign.
- Create a registration page for the campaign.
- Lead weekly planning meetings for the client organization and follow up with team members on coordination and execution of tasks.
- Document the campaign with a report.
- Coordinate bike parking installations.

#### **Qualifications:**

- Bachelor's degree in urban or transport planning, engineering, or a related field. An advanced degree is a plus.
- Three years of progressively responsible full-time experience in transportation demand management, transport or urban planning, program administration, or other directly related area.
- Project management experience.

#### **Compensation and benefits:**

A competitive rate of \$30 - \$37 per hour is provided based on experience and qualifications. Infrequent evening or weekend work may be required. The selected candidate will work from the organization's office once per week and remotely the remainder of the time.

To be considered for this role, send your cover letter highlighting your relevant experience, resume, and writing sample of which you were the sole author to [hello @ metrobike.net](mailto:hello@metrobike.net). This position was opened on 7/9/24 and is open until filled.