

## **RURAL TRANSIT INITIATIVE COORDINATOR**

**SUMMARY:** This position is responsible for the coordination of the Rural Transit Initiative, which involves planning and developing a model for rural transportation. The position is currently remote and, post-Covid, is located in Ware, MA and requires mostly regional travel (your own vehicle). Most activity will occur Mon-Fri during regular business hours; some nights and weekend hours may be required. The Rural Transit Project Coordinator is an employee of QVCDC.

The Rural Transit Project uses an inclusive, consumer-centered methodology (Design Thinking) to plan and develop a sustainable, replicable model for rural transportation that improves health outcomes for priority populations and influences health and transportation policy in the future.

The Project Coordinator will provide support and coordination to the Leadership Team and the Advisory Board (Quaboag Region Coordinating Council) to ensure the successful execution of the grant. Activities may include but are not limited to coordinating, attending and taking meeting minutes, coordinating, tracking, and organizing various study-related documents from study start-up through study closure, and recruitment and support of community participants. A key function is the recruitment and support of community participants throughout the project. Works closely with and under the guidance of the Project Director. We are looking for a candidate with a passion for community – centered design. This is an opportunity to make a positive impact!

### **Project Coordinator Job Responsibilities:**

1. Report to the Project Director.
2. Organize, schedule, and coordinate all aspects of the project from beginning to end
3. Communicate and coordinate work across all facets of the project
4. Recruit and support robust community participation in meetings and activities
5. Coordinate logistics for meetings and live/remote trainings including scheduling, sending communications, reserving rooms, reviewing/printing materials, preparing stipends for community participants, preparing and distributing meeting minutes, preparing workshop and related materials and capturing feedback
6. Facilitate some constituent meetings
7. Identify target groups and geographic expansion options
8. Participate in Design Thinking process, including all support functions before, during and after workshops
9. Conduct survey for varied audiences, including survey design, data collection, analysis and reporting
10. Complete reports and participate in meetings
11. Clearly represent and articulate the project's needs to various constituents, follow up with assignments

### **Required Qualifications:**

1. Bachelors plus 2+ years' experience in public health, public policy, transportation or human services is required; project management experience is highly beneficial
2. Excellent interpersonal and communication skills; must have demonstrated successful team/collaboration experience
3. Demonstrated success in community outreach and ongoing support of community participants
4. Proficiency in Excel, Word, Access (and other database software) and on-line survey tools
5. Demonstrated proficiency with qualitative and quantitative research skills (ex – environmental scans, surveys, basic data analysis)
6. Must be able to define needs, communicate objectives, negotiate commitments, and otherwise influence the cooperative efforts of others to achieve defined objectives
7. Have the ability to work in a fast-paced environment, handle multiple tasks, and be adaptable to change

### **Preferred Qualifications**

1. Masters degree in public health, policy or planning or human services is strongly preferred
2. Prior transportation project development experience is a plus
3. Prior experience with Design Thinking methodology is a plus
4. Proficiency with Policy Map software is a plus
5. Familiarity with the Quaboag Region is a plus

## **Principal Duties and Responsibilities**

### Administrative

1. Under the direction of the Project Director, coordinate and complete various administrative tasks
2. Plan, arrange and coordinate logistics for meetings and workshops,
3. Schedule and arrange meetings and conference calls, prepare agendas and take meeting minutes
4. Develop and maintain effective document and electronic filing systems

### Project-related

1. Assist Project Director to develop project deliverable grid and timeline, implementation plans, and track project delivery status
2. Promote and execute activities to ensure authentic community engagement, including recruitment and retention of community participants
3. Create presentations for project meetings, workshops for internal and external audiences
4. Draft and disseminate project updates and documents
5. Work with Leadership Team to review data from Design Thinking process and other meetings to provide summary analytics
6. Complete training as a Design Thinking trainer
7. Interact with relevant projects/groups in the region as a representative of the Rural Transit Project

## **Skills, Abilities and Competencies**

### Functional:

1. Has strong organizational and planning skills
2. Understands key Design Thinking project deliverables and expected completion dates
3. Seeks assignments, utilizes software to track project deliverables

### Resource Management:

1. Is aware of available budget and has skills required to support deliverables
2. Takes initiative to seek out information if not provided

### Communication:

1. Demonstrates ability to prepare and revise all assigned project communication in report and slide format.
2. Demonstrates excellent verbal and written capabilities
3. Demonstrates proficiency with social media.
4. Is comfortable with public speaking and facilitating group meetings.

### Process and Analysis:

1. Use project management tools.
2. Track metrics and report accurately at team meetings.
3. Consistently produce accurate and succinct meeting minutes.

### Self:

1. Exhibits high level of motivation, initiative and energy
2. Pays attention to detail and is highly organized
3. Demonstrates discipline and creative problem solving on assignments
4. Works effectively and collaborates with team members and shows good judgement on when to seek guidance
5. Can readily take input and be agile
6. Demonstrates willingness, flexibility, and ability to adapt to change
7. Shows diplomacy and discretion around sensitive information
8. Has a good sense of humor!