



## CAREER OPPORTUNITY

**Title:** Transportation Community Liaison – Northern Counties

**Hours:** Part-Time, 20-25 hours per week

### **Brief Description:**

Provide assistance to the Mobility Manager, attend transportation meetings and events, provide education of county coordination plans, send out and follow-up on customer surveys and track responses of surveys. The position will be responsible for seeking grant opportunities and for improving coordination among public, private and nonprofit transportation service providers with the intent of removing barriers to individuals seeking transportation in Champaign, Clark, Darke, Miami, and Shelby Counties.

### **Minimum Requirements:**

- High School Diploma required; Associate's degree preferred
- Excellent verbal and written skills, detail oriented, and computer skills
- Knowledge of urban and rural transportation planning preferred
- Understanding of federal and state transportation regulations
- Ability to work with a variety of people with different backgrounds, expectations and education level
- Ability to work independently and provide strategic innovative ideas
- Demonstrated ability to record and provide written reports
- Knowledge of the Americans with Disabilities Act (ADA) and its specific applications to public transportation. Federal Transit Administration (FTA) and Ohio Department of Transportation (ODOT) policies, procedures and practices. Knowledge of HIPAA requirements.
- Possession of a valid driver's license and access to an insured vehicle for work related travel.

*All interested candidates should send a resume with salary requirement to:*

*Human Resources*

*Catholic Social Services of the Miami Valley*

*922 W. Riverview Ave.*

*Dayton OH 45402*

*Or e-mail to [jobs@cssmv.org](mailto:jobs@cssmv.org)*

*Or fax to (937) 222-6750*