**2018-2019 Commute Trip Reduction Coordinator**

**Position Description**

**TITLE:** Commute Trip Reduction Coordinator (1 position)

**HOURS OF SERVICE:** Hours Vary, 40 hours per week, M – F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)

**Start Date: September 1, 2018**

**PROJECT DESCRIPTION:**

The project will consist of developing campus workshops that communicate commute trip alternatives to Gonzaga University employees. Workshops will include but not be limited to:

1. How to take the STA bus to and from Gonzaga University.

2. Tips for commuting to and from campus by bicycle.

3. Bicycle safety and being prepared to bike in the weather.

4. Introduction to vanpooling and carpooling.

The project will seek to increase enrollment in MyCommute.org, a program offered by Spokane County as a tool for the Commute Trip Reduction Program. MyCommute.org offers enrollees a commute calendar where monthly commutes can be logged, and prizes can be earned. Currently 40 employees are enrolled in MyCommute.org. The project will seek to increase enrollment from 40 to 120. This component of the project will entail seeking and offering incentives from local businesses like restaurants, bike shops, and outdoor goods retailers.

The project will also develop collateral that will promote commute trip reduction efforts at Gonzaga University to employees. Posters and giveaways will encourage participation in workshops, MyCommute.org, and educate Gonzaga University employees about the impacts of vehicle emissions on the environment, both globally and regionally.

**ABOUT AMERICORPS:**

AmeriCorps is a program of the [Corporation for National and Community Service](http://www.nationalservice.gov) (CNCS), an independent federal agency whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps provides opportunities for approximately 80,000 individuals each year to volunteer by providing direct service to their communities and country.  AmeriCorps members recruit, train, and oversee community volunteers; tutor and mentor youth; build affordable housing; teach computer skills; clean parks and streams; support after-school programs; help communities respond to disasters; and build the capacity of nonprofit groups to become self-sustaining, among many other activities.  Learn more at the [Corporation for National and Community Service](http://www.nationalservice.gov) [website.](http://www.nationalservice.gov/)

**MAJOR RESPONSIBILITIES AND RELATED TASKS:**

Following the best practices of other higher education institutions, the Commute Trip Reduction Coordinator will be tasked with leading the Commute Trip Reduction Project above. The member will be responsible for conducting best practice research into communicating commute trip reduction efforts and developing at least four workshops throughout the term of service. The member will be responsible for increasing enrollment in MyCommute.org through presentations and marketing to Gonzaga University employees. The member will develop a strategy for creating collateral and promotional materials for promoting Commute Trip Reduction efforts at Gonzaga University.

**REQUIRED QUALIFICATIONS:**

1. A Bachelor’s degree in a related field such as environmental studies, environmental education, sociology, history, engineering, environmental policy or sustainability programs.
2. Experience in organizational development, co-curricular student programming, or volunteer program management preferred. Experience in an academic, non-profit, or government setting also preferred.
3. Excellent communication skills, including but not limited to: technical writing, computer skills, public speaking, and oral presentation, as well as the ability to serve with diverse members of the university community.
4. Be an effective communicator, both in person and in writing.
5. Effectively serve in a team environment with minimal supervision.
6. Be resilient and positive in difficult situations.
7. Plan and develop strategies that logically achieve the project objectives.
8. Represent the Office of Sustainability confidently, problem-solve on the fly; carefully evaluate the best, most efficient process to achieve each objective and deliverable throughout the project.

**BENEFITS:**

* Basic Living Stipend of $1,307.82 per month (before taxes)
* Training and Experience
* Loan Forbearance and Interest Accrual Reimbursement on qualifying loans
* Basic Health Care Plan
* Education Award of $5,920 upon successful completion of the program
* Childcare assistance for qualifying members

**To Apply Send a Cover Letter and Resume to:** Jim Simon simonj@gonzaga.edu by May 25, 2018.