

Job Announcement: **Project Coordinator (Real-time Ridesharing)**



The Climate Protection Campaign, a nonprofit organization based in Sonoma County, seeks a team player who's a quick learner, is excited about helping launch a real-time ridesharing network in Sonoma County, and is passionate about climate protection.

The Project Coordinator will work with the Project Manager and another Project Coordinator to implement the Real-time Ridesharing Pilot Project in Sonoma County.

The mission of the Climate Protection Campaign is to inspire, align and mobilize action in response to the climate crisis. We partner with business, government, youth and the broader community to advance practical, science-based solutions for significant greenhouse gas emission reductions.

About the Real-time Ridesharing Pilot Project:

The project involves launching a new service to enable networked groups of drivers and riders to share a ride in a matter of minutes using computers and smartphones. Pilot participants will help establish a functioning community of riders and drivers with the goal of building a sustainable marketplace for empty seats thereby reducing greenhouse gas emissions and infrastructure costs.

This pilot is being implemented in Sonoma, Marin and Contra Costa Counties through funds from the Metropolitan Transportation Commission's Climate Initiative Program. The Climate Protection Campaign works through the Sonoma County Transportation Authority to implement this project.

What the Project Coordinator will do:

The Coordinator will jump into a project mid-stream – about a month before the public launch. The ideal candidate will be agile and embrace the startup challenge. The Coordinator's job will change over time. The Coordinator will take charge of suitable pieces of work as skills and knowledge of the project increase. Examples of activities the Coordinator will do include:

- Initiate, facilitate and follow up with multiple stakeholders via email, phone and in person;
- Make presentations;
- Collaborate with the project team including staff from the software vendor, Avego, and other stakeholders to address issues as they arise;
- Analyze market research and assist in additional market research (surveys, focus groups, etc.);
- Update social media and blogs related to the pilot;
- Conduct research in the field visiting ridesharing stops and meeting users;
- Use real-time ridesharing in personal commute and travel when applicable;
- Be open to doing new activities as the need arises.

Minimum Qualifications:

- Minimum two years relevant work experience including a proven track record of leadership, organization and effective communication. We want proof that you can inspire, align and mobilize.
- Bachelor's Degree or equivalent
- Excellent references

Desired Skills and Qualities:

The position requires an entrepreneurial, personable, confident team member with a sense of humor who possesses the following skills and qualities:

- Committed to and understands climate protection;
- Superior oral and written communication skills to craft and articulate clear, concise messages;
- Ability to inspire and persuade;
- Very well organized and a strong team player;
- Ability to work effectively and efficiently with minimal supervision;
- Ability to use good judgment, take initiative and make recommendations in resolving problems;
- Ability to motivate people to take action including meeting deadlines;
- Skilled in relationship building and networking;
- Strong meeting facilitator;
- Good listener and a quick learner;
- Strong analytical skills to identify patterns, trends and exceptions in customer-specific data and reports;
- Tech savvy, particularly mobile technology, with a knack for communicating with those who are not.

In addition, the successful applicant should own a car or have access to a means of transportation required for work. It would help if you either lived in Sonoma County or are willing to move to here.

Terms:

Full-time position. Salary between \$38,000 and \$40,000/year, commensurate with experience. No health benefits. Three weeks paid vacation plus holidays. Target start date is March 12, 2012. The person in this position will work from the office located in Santa Rosa, California. Funding for this position is dependent on a grant funding. The Real Time Ridesharing grant should run through the end of June 2013. The Climate Protection Campaign is an equal opportunity employer.

To Apply:

We encourage anyone interested in this position to submit an application as soon as possible. Please email a cover letter of no more than 250 words explaining your interest in the job and why you're qualified, along with your resume, to Brant Arthur at project-coordinator@climateprotection.org. Names and contact information for your last three supervisors or clients (including your current supervisor or client, if applicable) will be required upon request.

Please include "Real-time Ridesharing Project Coordinator" in the subject line and let us know where you learned about the position.

The position will remain open until filled. We will start considering applications and scheduling interviews on February 17. No phone calls, please.