



## Job Description

### **Position Description: Alternative Transit Coordinator**

First Community Housing is partnering with Transform to bring various types of alternative transportation options that are readily accessible to a local multi-family affordable housing development. The development will become an alternative transit hub and a model for future developments. The alternative transit coordinator will implement this grant funded program. The grant spans a period of 2 years.

### **Position Responsibilities:**

- Recruits a group of residents to be the key focus group
- Oversees the resident incentive program to help engage the community
- Hosts community meetings
- Oversees all alternative transportation program onsite, including but not limited to: bikeshare, electric carshare, scooters, bike programs, SmartPass, transit screen
- Administers surveys to the community
- Serve as the main liaison to TransForm and provide on-going feedback and project updates

**Hours & Compensation:** \$22 - \$25 hours per hour, 15- 20 hours per week, evenings and some weekends -- Flexible scheduling.

### **Desired Skills:**

- Course work in Urban Planning, Environmental Studies, Social Work/Sociology, or other related field
- Familiarity with alternative transportation options in San Jose neighborhoods & knowledge of local resources
- Experience and ability to work well with people of various backgrounds & various age groups
- Ability to coordinate projects and events through multiple stages
- Ability to lead workshops and classes

**Please send your resume and cover letter to: Monica Nañez,**  
[monican@firsthousing.org](mailto:monican@firsthousing.org)

For more information call: 408-291-8650 x 25