

## **Temporary -Transportation Projects Manager**

### **Summary**

The position is responsible for assisting with various projects assigned by the Executive Director or designee. It is intended to be temporary for a specified time to assist with project needs and deliver outcomes mutually agreed upon with the Executive Director or designee.

### **Essential Functions**

- Assigned project management
- Topical research and/or data collection, analysis and reporting
- Logistics and planning for special events, meetings or other activities
- Follow up from meetings and events including communication of next steps, drafting notes and developing content to move projects to the next phase of development
- Development and publication of social media postings or communication modes
- General support to assigned supervisor

### **Competencies**

- ✓ Strong research, analysis (quantitative and/or qualitative) skills
- ✓ Strong Organization and time management skills
- ✓ Practical written and verbal communication skills including public speaking, report development and presentation development
- ✓ Awareness and competence with social media and basic design capabilities
- ✓ Self-direction

### **Supervisory Responsibility**

Cooperation with senior staff members is required and support staff may be assigned to specific projects within the position's portfolio. While the position requires coordination and teamwork with other staff members, in some cases playing a leadership role, the position does not include supervisory responsibility.

### **Position Type/ Expected Hours of Work**

This is a part-time position; working hours are flexible and should be coordinated to maximize opportunity to interact with the Executive Director and key members of staff. Flexibility in schedule is permitted and encouraged.

### **Travel**

Travel within the region may be necessary to participate in meetings or other events.

### **Required Education and Experience**

Bachelor's degree or equivalent relevant work experience including proven experience relevant to project assignments is required for eligibility for the position.

**Work Environment**

This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.

**Physical Demands**

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to touch, handle or feel and to reach with hands and arms.

The position requires the ability to occasionally lift office products, small equipment and supplies up to 30 pounds.

**Additional Eligibility Qualifications**

None required for this position.

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This position description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

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