

Smart Commute Central York works with businesses in Newmarket, Aurora and East Gwillimbury to develop customized transportation solutions for their employees.

Smart Commute Central York (SCCY) is seeking a **Program Coordinator**

POSITION:	Program Coordinator	HOURS:	Full time contract 37.5 hrs/week
ORGANIZATION:	Smart Commute Central York, www.sccy.ca	LOCATION:	Newmarket Chamber of Commerce, 470 Davis Dr. Newmarket, ON (some local travel)
REPORTING TO:	Program Manager	CLOSING DATE:	August 27, 2010
SALARY:	\$35,000 – \$40,000	START DATE:	ASAP

Program Coordinator. This is an exciting opportunity for an energetic, positive self-starter with an interest in sustainable transportation. This position is for you if you have exceptional administrative, organizational, marketing and planning abilities as well as strong research and computer skills. You are comfortable and competent working with diverse individuals and groups and have experience presenting to small groups. You thrive in a challenging position and adapt well to change.

ORGANIZATION OVERVIEW

SCCY is a dynamic award-winning program of the Newmarket Chamber of Commerce funded by the Town of Newmarket, the Region of York and Metrolinx, an agency of the Province of Ontario. Our mandate is to improve commuter options and to reduce traffic congestion in the Northern York Region communities. We provide transportation demand management (TDM) programs to our member businesses, consisting of companies in diverse industries with a minimum of 100 employees. Our TDM programs help employees and post secondary students reduce drive-alone trips that result in traffic gridlock, smog, greenhouse gas emissions and other impacts to the environment, community and economy.

Our activities include developing, launching, monitoring and tracking trip reduction programs, education and marketing, and policy input at all levels of government. We promote a menu of commuting options including public transit, carpooling, cycling, walking, teleworking, flex hours, compressed work weeks, shuttle bus services and employer vanpools.

RESPONSIBILITIES

- Delivers the Smart Commute program to businesses and residents in the Central York territory
- Coordinates, implements and monitors Smart Commute programs at member businesses' worksites (including site assessments, employee commuter habit surveys and analysis, carpool ridematching programs, transit promotions, and outreach events)
- Plans and develops special campaigns and events such as "Bike-to-Work" day, and the annual Smart Commute Champion workshop
- Administers the Emergency Ride Home Program
- As part of a team, assists with researching and actively recruiting new business members, partners and funding sources

- Assists with progress and annual reports where required for SCCY Advisory Board, funders and members.
- Sources and purchases promotional products
- Assists with preparation of annual budget and business plans
- Assists with grant proposal submissions
- Arranges and prepares materials for meetings.
- Prepares and sends correspondence, develops mailing lists/ contact databases.
- Responds to email and telephone enquiries
- Takes minutes of meetings when required

QUALIFICATIONS

- Background or interest in sustainable transportation with experience or relevant education in communications, program development, public outreach, economics/finance, urban planning, or transportation demand management.
- Strong administrative, organizational and planning skills.
- Professionalism in working with a variety of stakeholders of diverse interests and backgrounds.
- Strong interpersonal skills and a passion for making a difference.
- Strong computer skills in MS Office (Word, Excel, PowerPoint).
- Ability to work both independently and in a team environment.
- Experience in research/analysis, grant proposal writing and reporting would be an asset.
- Website and graphic design skills are an asset.

Please submit letters of interest and resume by Friday, August 27, 2010 to jobs@sccy.ca.

We thank all candidates for their interest. Please be advised that only those selected for an interview will be contacted.