

**Health by Design
Transit and Accessibility Program Manager
Job Description**

The Position:

The Transit and Accessibility Program Manager will be responsible for the ongoing development, management, administration and evaluation of Health by Design's transit and accessibility initiatives, including the Indiana Citizens' Alliance for Transit (ICAT). ICAT is a workgroup of Health by Design, an Alliance for Health Promotion initiative.

The program manager will work with Health by Design and ICAT partners, transportation service providers and transit and mobility coalitions throughout Indiana. He/She will conduct strategic education and outreach; organize advocacy efforts; and develop support for current and future policy, systems and environmental solutions at the local, state and federal levels.

The program manager will work directly with staff and partners of the Governor's Council for People with Disabilities, the Indiana Transportation Association and the Indiana Council on Specialized Transportation, as well as individuals with disabilities and other organizations that serve them.

This full-time position will require travel within the state of Indiana; out of state travel may also be necessary for training opportunities. Some evening and weekend hours will be necessary. The position is funded by grants, with the expectation, but not commitment, of ongoing funding.

Salary is negotiable; the position includes excellent benefits.

Education & Experience:

A Master's Degree is preferred; a Bachelor's Degree in public health, health education, social work, community planning/design, public administration or a related field is required.

Applicants should have a minimum of three years of professional experience in planning, public health, public policy or a related field.

Position Duties:

The program manager will **lead the strategic direction of the Indiana Citizens' Alliance for Transit**, with tasks including but not limited to:

- Identifying, recruiting, engaging and maintaining the active participation of members and partners
- Planning and implementing ICAT meetings, activities and events
- Representing ICAT at meetings of funding partners and other stakeholders

- Planning, promoting and hosting Transit Day at the Statehouse, an annual day of transit advocacy
- Monitoring state and local transit legislation and planning and implementing advocacy activities

The program manager will **plan and implement accessibility, mobility and livability trainings and projects**, with tasks including but not limited to:

- Working with partners to define training needs, agendas and content
- Researching and developing project materials, including training materials and reports
- Promoting events through various state and local partners and coordinating event registration
- Presenting at events, trainings and meetings
- Supporting the development of pilot programs and model policies

The program manager will **develop and implement a transit and accessibility communications plan**, with tasks including but not limited to:

- Managing emails, webpages, a listserv, newsletters and social media (including Facebook, Twitter and blogs)
- Developing materials, presentations and tools for education, outreach and recruitment
- Working with partners to align messaging with that of other related initiatives
- Presenting information at meetings and conferences
- Conducting and coordinating media advocacy

The program manager will **monitor, track and evaluate transit and accessibility activities and impact**, with tasks including but not limited to:

- Tracking, documenting and monitoring internal meetings, activities, updates and follow-up tasks
- Tracking the initiation, passage and implementation of transit- and accessibility-related policies
- Evaluating trainings and projects
- Administering and assessing partner evaluations

The Transit and Accessibility Program Manager will be responsible for fund development and grants management, as well as other duties, as assigned.

To Apply:

Please send a resume and cover letter detailing relevant experience and salary expectations to Kim Irwin (kirwin@hbdin.org) by 11:59 PM on Tuesday, 2/28/17. Please include 'Transit and Accessibility Program Manager Application' in the subject line.