



Office of Sustainability- Transportation Coordinator Application

Job Summary

An integral part of BC's Office of Sustainability, the Transportation Coordinator acts as an ambassador to the BC community to introduce sustainable transportation options and methods. Whether it's helping another student find a bus route to and from campus, or creating new programs like the upcoming bike rental program, the Transportation Coordinator plays an important role in reducing Bellevue College's greenhouse gas emissions associated with driving to campus. The Outreach Coordinator will be joining a team of two full time employees and two other student employees. The team works very closely throughout the year but the Transportation Coordinator position is unique in that it is stationed at the Transportation Desk across from PALS Center. The position is designed to function as the customer facing presence of the Office of Sustainability and act as the primary liaison between students and the transportation opportunities and resources offered by the Office of Sustainability. To learn more, visit: www.bellevuecollege.edu/sustainability

POSITION: Transportation Coordinator

DEPARTMENT: Office of Sustainability

COMPENSATION: \$13/hour, 15-19 hours per week

POSITION START AND END DATE: July 1, 2017 through June 30, 2018

APPLICATION OPENS: May 17, 2017

APPLICATION CLOSES: June 9, 2017

(Please Print in ALL CAPITAL LETTERS)

Student Name _____

Student ID Number _____ - _____ - _____

Email _____

Phone (_____) _____ - _____

Applications and all required documents must be submitted **TYPED AND PRINTED** to the Student Programs Office Front Desk (C-212) OR to reduce the environmental impact of printing, you may submit a typed application to sustainability@bellevuecollege.edu. **All Applications are due by 4 PM, Friday June 9th.**



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Essential job duties (not limited to):

- Develop, coordinate, execute, and maintain transportation alternatives programming and projects such as BC Zimride, bike rental, bussing, and biking;
- Implement new methods of transportation outreach and advertising;
- Research and write about current trends impacting the commutes of Bellevue College community;
- Represent Sustainability at Bellevue College at events and in classrooms;
- Provide customer services to students, staff, and faculty interested in transportation programs through the transportation window, by phone, in person, and by email with no more than 48 hour response rate;
- Create content for online publication: articles, videos and images for website, newsletter, posters, hand-outs;
- Coordinate partnerships with transportation organizations associated with Bellevue College;
- Attend weekly team meetings with staff members. Meet once per week with supervisor.

Minimum qualifications:

- At least 1 year of experience in project coordination (initiating, problem-solving, and completing a project);
- At least 1 year of experience using Microsoft Office products: Word, Excel, Outlook;
- Experience in customer service and problem-solving with a diverse audience;
- Demonstrated strong communications skills;
- Ability to work independently;
- Strong organizational and time management skills;
- Minimum 2.7 cumulative BC college-level GPA at the time of application for the previous consecutive quarters and maintain 2.7 GPA throughout employment term;
- Must be registered for a minimum of (6) BC Credits during Fall, Winter, and Spring quarters.

Preferred qualifications:

- Demonstrated interest in sustainability (environmental, social, economic) education or programs;
- Attention to detail, especially for writing and editing material for broad audience;
- At least 1 year of experience launching, managing, and completing a project with limited instruction;
- At least 1 year of experience working with a team in a time-sensitive setting;

This position will report to the Director of Sustainability. Portions of the training for this position may begin as early as mid-June, flexible scheduling to be discussed with the selected candidate.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.



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REQUIRED DOCUMENTS TO SUBMIT: To be considered for this position, applicants must meet the minimum qualifications and must submit a complete application packet which includes the following:

- Typed cover letter addressing how you meet the minimum qualifications (no more than 1 page).
- College transcripts (Copies and Unofficial Transcripts are acceptable)
- Typed Resume

If invited to an interview, you will be asked to provide the following:

- 1 writing sample. Does not exceed 5 pages.
- At least 2 references, 1 professional and 1 academic.

The successful candidate must provide proof of U.S. citizenship for eligibility for employment in the United States. We are an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations. Read our [Equal Opportunity and Disability Accommodation](#) Statement.