



Employer Services Coordinator FY20

goHunterdon, a 501c3 non-profit organization dedicated to promoting sustainable transportation, seeks an outgoing individual to provide support to the business community related to employee commute needs. This is a 25 hour per week, grant funded position, with health insurance and earned sick leave offered.

Under the direct supervision of the Associate Director, the Employer Services Coordinator will establish and maintain relationships with Hunterdon employers to address local employee commute needs, identify and facilitate appropriate commute options, and evaluate outcomes.

Employer Services

- Be knowledgeable of all commute options within Hunterdon County
- Coordinate with the Community Mobility Coordinator to provide transportation guidance to job seekers
- Serve as a resource for employee recruitment through participation at job fairs, employee orientations and employee relocation efforts to share transportation information
- Distribute commuter information at worksites, including availability of traffic alerts and driving safety messaging
- Conduct onsite events and presentations
- Facilitate the formation of carpools and vanpool; support commuters who choose this commute option.
- Provide support to carpools/vanpoolers
- Administer Emergency Ride Home Program
- Administer NJ TRANSIT Vanpool Sponsorship Program- Process applications; submit to NJ TRANSIT
- Maintain commuter/worksites records
- Administer the NJ Smart Workplaces Program

Reporting

- Maintain records of contacts
- Provide regular updates of work effort at staff meetings
- Prepare quarterly and year end written reports
- Prepare and submit timesheets and expense reports in a timely manner

Preferred Knowledge, Skills, and Abilities:

- Bachelor's degree in a relevant field
- 3-5 years of work experience
- Familiarity with the Hunterdon business community
- Professional demeanor
- Excellent interpersonal, written and verbal communication skills, including public speaking.
- Ability to work independently and with others in an effective manner.
- Ability to prepare clear and concise oral and written reports.
- Ability to establish and maintain effective working relationships with all levels of staff, employers, TMA colleagues and commuters.
- Proficiency with Microsoft spreadsheets, word processing, presentation, database and project management software.
- Valid driver's license and reliable vehicle, preferably an SUV style, to allow for transporting of commuter information and displays. Mileage reimbursement is offered for use of personal vehicle.
- Ability to lift 25 lbs.