



Transportation Outreach Associate – Part Time

As a key member of our team, you will provide assistance to the TransManage team on a variety of projects relating to Transportation Demand Management (TDM) programming. The successful candidate will excel in an ever-changing environment and will support the following tasks, projects and events as a critical part our transportation outreach team:

- Inspire commute mode shifts through Custom Commute Planning at the individual level
- Supports and executes day-of events through our Regional Mobility Grant (Bike to work day, Earth Day, Transit month)
- Answers and processes requests/inquiries received through inbound calls and emails in a timely manner
- Supports the Employee Transportation Coordinator position by communicating and assisting with employees to fulfill transportation benefits, such as transit passes, database management, etc.
- Other TransManage and Bellevue Downtown Association projects as assigned by the supervisor

This position is in-office, part-time, located in Downtown Bellevue, WA. This position has availability for a flexible schedule, and is limited-term, with potential for role extension and growth.

About You:

You're friendly, detail-oriented, adaptable and take pride in the quality of your work. You have superb organizational skills and can toggle between multiple projects at a time.

You're a curious individual who wants to learn more about the world of transportation and encouraging behavior change. You're dependable and consistent, and you thrive while collaborating with others. A positive attitude and focus on customer service are a must.

Key Qualifications:

- 1 year street team, event execution or other past customer facing experience
- Possesses sound communication skills at the individual level or within a group
- Strong time management skills
- Familiarity with Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Demonstrated interest in transportation projects, outreach is a plus.



About the Bellevue Downtown Association: Established in 1974, the Bellevue Downtown Association is the convening nonprofit organization for downtown leadership, advocacy and marketing. Members represent the downtown community and fuel its growth with their energy, ideas and commitment. Our mission is to strengthen the economic and cultural vitality of the city's core.

About TransManage: We forge great partnerships with local jurisdictions and transit agencies to ensure downtown mobility is achieved through sound transportation demand management (TDM) strategies. As an extension of the [Bellevue Downtown Association](#) we leverage our close ties with property managers, employers and businesses in the downtown core and the greater Eastside to encourage and educate commuters and businesses on the benefits of transit, walking, bicycling, ridesharing and working from home. We realize that any effective TDM strategy must be implemented at a regional level, therefore our scope of work takes us outside of downtown Bellevue to regional corridors and nearby commercial centers.

About the Team: Ten full-time, hard-working, dynamic individuals. People with families, lives and a shared purpose to make Downtown Bellevue thrive. We specialize in Downtown policy, community-building, place-making, large event production and customer service.

- *We take initiative and innovate to go above and beyond.*
- *We have a culture of caring for our teammates and their work.*
- *We take care of this urban place through intentional relationships in the community.*

About Downtown Bellevue: Home to 52,000 jobs and 13,000 residents, Downtown Bellevue is an economic engine for the region and a magnet for innovation, growing businesses and a talented workforce. The city center attracts millions of visitors each year as one of the West Coast's premier shopping and entertainment destinations.

To Apply: Forward a resume and cover letter in PDF format to: travis@bellevuedowntown.com.

Only those whose applications are being considered will be contacted. No phone calls please. The BDA is an equal opportunity employer.