

Job Announcement

Program Analyst

The Northern Virginia Transportation Commission seeks a detail-oriented Program Analyst to support many ongoing transit programs and studies as well as established committees of the Commission. The ideal candidate will have: an understanding of transportation and transit issues; an interest in transit policy; experience collecting and visualizing data (ex. GIS, PowerPoint, Excel); excellent written and oral communication skills; and a strong desire to learn and grow professionally.

Position Description

The Program Analyst will provide technical, policy, research, and logistical support, including: data collection and analysis; supporting transit planning efforts and technical assistance to jurisdictions; tracking program / project budgets; and preparing and presenting findings to stakeholders, project teams, management, and the Commission.

Requirements

Mandatory:

- A Bachelor's degree in engineering, transportation planning, urban and regional planning, or a related field
- Two (2) to four (4) years of progressively responsible, relevant experience that demonstrates:
 - an understanding of regional transportation issues
 - the ability to effectively communicate technical information, both written and verbal, to a variety of audiences
 - experience with GIS, data, and presentation tools (Excel, PowerPoint)
 - the ability to manage transportation planning projects and associated budgets
 - experience working with state and/or Federal grants

Desirable:

- A Master's degree in engineering, transportation planning, urban and regional planning, or a related field
- One (1) year of relevant experience or demonstrated course work related to transportation, public policy, or program analysis
- Experience working closely in a small team environment

Essential Functions

- Supports Program Managers and the Commission Secretary with day to day tasks, including but not limited to preparation of written and presentation materials, planning and preparation for NVTC Commission and Committee meetings, meeting notes and documentation, etc.
- Conducts research related to various transit and transportation topics relevant to NVTC's mission
- Engages with staff from jurisdictions and other transportation organizations
- Coordination with marketing and communications team
- Development of content for NVTC and program level webpages
- Assist Program Managers with program / project budgets
- Collect and manage transit data collected from Northern Virginia transit providers
- Support new projects and programs as needed

How to Apply

Applications received by 11:59 p.m. on **February 1, 2019** will be prioritized for consideration. NVTC is an equal opportunity employer. Please provide a resume with relevant experience as well as a letter describing your qualifications and interest in this position. Submit your application to:

opportunities@novatransit.org

Applications can also be mailed to:

Colethia Quarles
Program Analyst Position
2300 Wilson Boulevard, Suite 620
Arlington, VA 22201

About the Northern Virginia Transportation Commission (NVTC)

NVTC (www.novatransit.org) serves as a regional forum for discussion and analysis of transit issues that are critically important to our economy and quality of life. Founded in 1964, in part to represent the interests of the Commonwealth during the establishment of the Washington Metropolitan Area Transit Agency (WMATA), NVTC is charged with the funding and stewardship of WMATA and the Virginia Railway Express (VRE), which it co-owns. NVTC is also the lead agency in the administration of the Commuter Choice program, a multi-decade effort that leverages toll revenues from Northern Virginia express lanes to support transit and TDM activities along those corridors. Because Northern Virginia is also home to six bus systems, NVTC works across jurisdictional boundaries to facilitate improved transit service, leverage joint procurements, and coordinate emergency response to transit incidents.

Salary and Benefits

NVTC offers a competitive salary and outstanding benefits (life, health, dental, disability insurance; pension; pre-tax child care and medical cafeteria plan; free parking or parking cash-out; tax-free transit benefit). In addition, NVTC offers opportunities for professional development and training. All employees are eligible for membership in ZipCar and Capital Bikeshare. The competitive salary depends on experience and qualifications.

Position Salary Range: \$60,000 to \$75,000

Additional Information

NVTC's office is in the Court House area of Arlington, Virginia. Work hours are generally 8 a.m. to 5 p.m., Monday through Friday. Additionally, work hours may vary based on business needs and will include evening and weekend hours. Some local and regional travel may be required.