



National Association of City Transportation Officials (NACTO)

To apply: Send a cover letter and resume as one PDF file to hr@nacto.org with subject “Program Coordinator”

Job Title: Program Coordinator
Start Date: April 2017
Salary: Commensurate with experience
Location: New York City (Midtown Manhattan)

Join the dynamic staff at the National Association of City Transportation Officials (NACTO). NACTO, a non-profit association that represents large cities on transportation issues of local and national importance, seeks a Program Coordinator with a background in the field of city planning, sustainable transportation, urban design, public policy, or a related field. The Program Coordinator will liaise with a network of visionary transportation practitioners and leaders on pressing issues in city transportation, such as street design, bicycle infrastructure, public space, pedestrian safety, public transit, and local transportation policy. The Program Coordinator will play a major role in developing and coordinating the leading national transportation conference, Designing Cities. The Program Coordinator will also support NACTO’s leadership development program as well as other events, trainings, and workshops in cities across the country.

The desired candidate is self-motivated with an interest in working directly with city staff around the country on issues of sustainable transportation and major trends in urban planning, design, and policy. Excellent communication skills are a must, including written, verbal, and interpersonal. The ideal candidate will have an exceptional eye for detail and the ability to manage multiple projects concurrently. Prior experience with major event planning is strongly preferred. The ideal candidate thrives in a fast-paced, productive workplace. This position reports to the Director of Policy and Special Projects.

Responsibilities will include:

- Major role in planning, developing, and executing the Designing Cities conference in Chicago, 2017 – NACTO’s annual conference, which attracts an audience of 800 transportation leaders and practitioners from over 125 cities
 - Assist with conference program development, identifying leading projects and topics from NACTO cities
 - Coordinate with NACTO staff to produce trainings and workshops at the conference
 - Lead on speaker outreach and coordination, communicating with 100+ speakers, facilitating panel planning calls, and ensuring speakers are prepared
 - Lead on attendee engagement, publicizing information and answering questions from conference participants
 - Coordinate conference logistics before, during, and after the event, in partnership with a local event manager in Chicago
 - Assist on-site in Chicago during the conference (October 30-November 2)



- Support the new NACTO Leadership Development Program
 - Work with NACTO's Director of Policy and Special Projects to launch the first cohort of NACTO's leadership development program
 - Coordinate in-person events and webinars for program participants
- Coordinate event logistics for workshops, trainings, receptions and other events in NACTO cities across the country (some travel may be involved)
- Support other NACTO programs as needed

Qualifications

- Bachelor's degree in City Planning, Urban Studies, Public Policy, Urban Design, Transportation Systems, or related field with a demonstrated interest in sustainable transportation.
- 1-3 years of relevant internship and work experience in sustainable transportation, event planning, or related fields.

Required Skills

- Outstanding communication skills, both spoken and written, including email and phone communication
- Excellent attention to detail and ability to manage multiple projects concurrently
- Experience planning major complex events; ability to effectively coordinate many moving parts
- Strong organizational skills
- Advanced computer skills in a Windows environment (Word, Excel, Outlook, PowerPoint)

Desired Skills

- Proficiency with Adobe Creative Suite (InDesign, Photoshop, and Illustrator)

This opening will remain posted until **Friday, March 17, 2016**. Do not wait to apply! We will consider applications on a rolling basis, and may not wait until the deadline to interview and extend offers.

NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience.