

**SS4A Project Coordinator/Transportation Planner (P5 or M/D/PP1)  
Southeastern Regional Planning and Economic Development District (SRPEDD)**

**About SRPEDD**

SRPEDD is the regional planning agency for 27 communities of Southeastern Massachusetts. In cooperation with MassDOT, SRPEDD is responsible for the planning and programming of all modes of transportation including highways, public transit, freight, bicycles, and pedestrians. Our work is regionally based, but community focused. We work to formulate and implement plans that will achieve quality of life improvements, and to ensure that these plans reflect the expressed needs of our 4 Gateway cities and 23 towns. SRPEDD also provides technical assistance to our cities and towns and to the region's two transit authorities, Greater Attleboro Taunton Regional Transit Authority (GATRA) and Southeastern Regional Transit Authority (SRTA). SRPEDD's office, based in Taunton, MA, is currently operating under a flexible, hybrid work policy.

**Position Summary/Duties**

The Safe Streets and Roads for All (SS4A) Grant Program Project Coordinator will synchronize all aspects of SRPEDD's Safe Streets and Roads for All Safety Action Plan including public engagement, data collection, collaboration with consultants, and developing the final report. The position is funded through a two-year Safe Streets and Roads for All grant contract through the federal government with the possibility of continuation on other SRPEDD projects contingent on performance. Project specific duties and responsibilities include, but are not limited to:

- Coordinating public engagement efforts.
- Communicating information about the project effectively through social media, press releases, website updates, and other methods.
- Communicating with colleagues, municipal and agency partners, and community groups.
- Coordinating task force communication and scheduling of task force meetings.
- Ensuring tasks are on schedule and working with a consultant on timeframe of deliverables.
- Managing data for the project and performing research as needed.
- Working with a team to reach project milestones and compile a final report.
- Assisting with analyzing data and equity in project selection and impacts.
- Work collaboratively to arrive at constructive solutions as part of a team.
- Respond to internal and external data requests on an as-needed basis.
- Graphic production and design of maps, diagrams, icons, charts, and figures.
- Frequent, high-quality work with various software platforms including Adobe Creative Suite and Microsoft Office.
- Assist with grant reporting requirements as needed.

## **Qualifications and Educational Requirements**

Bachelor's degree and a minimum of one to two years in project management preferred. A graduate degree may offset required experience.

Strong analytical abilities, creative problem-solving skills and community engagement expertise is essential.

Experience within the field of planning, transportation and/or safety would be a plus.

Experience with Adobe Creative Suite or other visualization software as well as an eye for graphic design desired.

A valid driver's license, personal transportation, and a clean driving record required, with an agency vehicle available for field work.

While SRPEDD does not have a residency requirement, preference will be given to residents of SRPEDD member municipalities.

## **Salary and Benefits**

\$68,000 – \$73,000, depending on qualifications, for an up to two-year contract period, with the possibility of extension on follow-on safety or other SRPEDD projects contingent on performance.

SRPEDD offers a highly competitive benefits package, inclusive of health insurance through the Massachusetts Group Insurance Commission (GIC), dental, vision, life, and disability insurance, medical and childcare flexible spending accounts, retirement pension through the Massachusetts State Employees Retirement System (MSERS), and a Section 457 Deferred Compensation (MA SMART) plan with employer match. SRPEDD also offers a flexible and hybrid work schedule, competitive time off, sick leave bank, and twelve paid holidays per year.

SRPEDD is an Equal Opportunity employer.

## **Deadline for Applications**

Position Open Until Filled

Please forward cover letter, resume, and four (4) professional references via email to:

Lisa Estrela-Pedro, Transportation Planning Manager

SRPEDD

88 Broadway

Taunton, MA 02780

[lestrela@srpedd.org](mailto:lestrela@srpedd.org)