



P.O. Box 7150, Ithaca, NY 14851

GO ITHACA MOBILITY ACCESS MANAGER

GO ITHACA is seeking a Mobility Access Manager.

GO ITHACA is a non-profit organization that works to reduce vehicle miles traveled and greenhouse gas emissions from transportation and reduce inequities and eliminate barriers to jobs and essential services by providing transportation support for underserved and underrepresented community members.

The position reports directly to the GO ITHACA Executive Director.

The duties of this position include, but may not be limited to:

- Providing hands-on implementation of our Mobility Access Program, under the guidance and direction of the Executive Director, Associate Director, and the Board of Directors;
- Systematic and regular outreach to individuals, businesses, and community organizations;
- Presenting to and educating diverse groups on transportation offerings around Tompkins County;
- Providing ongoing case management of enrolled individuals;
- Meeting with individuals to assist in distributing transportation benefits;
- Tracking, monitoring, and reporting for grants;
- Supporting other transportation providers;
- Planning and attending outreach events;
- Maintaining clear communication with team members.

The ideal Mobility Access Manager possesses the following skills and attributes:

- Three (3) years experience managing a social or transportation program, plus a Bachelor's degree or higher in social work, planning, public administration or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job;
- Experience working with communities of need, including racial minority groups, seniors, youth, low-income individuals, rural communities, and/or LGBTQIA+ individuals;
- Experience using a customer relationship management software, such as Hubspot;
- A proven track record demonstrating strong interpersonal skills;
- Excellent organizational and communication skills;
- Passion for sustainable transportation and equity;
- Fluency in more than one language preferred;
- Commitment to putting equity, diversity, and inclusion at the forefront of their work;
- Ability to work effectively with other team members.

We understand that women and minority groups often do not apply for positions unless they feel as though they meet 100% of the job listing requirements. If you do not meet all of the skills and attributes listed, we still encourage you to apply.

The position of Mobility Access Manager for GO ITHACA is a hybrid position. While there is some schedule flexibility, this role must be within commuting distance of Tompkins County and will require in-person outreach work up to several times per week. Other work can be done remotely.

This is a 32-hour-per-week salaried position, with a pay range between \$60,000-\$70,000. This position includes full GO ITHACA benefits, including health care and dental coverage, paid time off, and a transportation package.

All new GO ITHACA employees must be fully vaccinated against COVID-19.

We are an equal opportunity and living wage employer and actively seek a diverse staff to serve our organization and community. For more information about GO ITHACA, visit www.goithaca.org.

To apply, please send a resume and cover letter in PDF format to jane@goithaca.org. We will begin reviewing applications on December 9, 2024. The expected start date for this position is January 6, 2025.

Interviewed candidates will be expected to provide three previous employer references.