



Job Description

Title: Transportation Program Manager

Reports to: Director of Campus Access and Safety

SUMMARY

The Buffalo Niagara Medical Campus (BNMC) is seeking a full-time Transportation Program Manager to assist in the management of the Campus's transportation and parking programs, which are designed to create a more efficient, safe, active and sustainable transportation and parking system on and around the Medical Campus. Primary responsibilities involve the administration of various transportation and parking programs and services, with the goal of providing better access to the Campus for employees, patients, students and the larger Western New York community. Additional responsibilities include performing outreach and educational activities, as well as collecting and analyzing transportation and parking related data.

ESSENTIAL FUNCTIONS

The Transportation Program Manager will work on a full-time basis (40 hrs/wk) to carry out the following tasks:

- Management of BNMC commuter programs, including but not limited to transportation incentives, shared mobility services, electric vehicle charging, guaranteed ride home, and carpool matching.
- Assist in the management of the overall BNMC parking system and associated programs.
- Management of customer registration processes for transportation and parking services, with a focus on improving efficiency, enhancing customer experience, and utilizing web-based solutions.
- Outreach and education to employees and students across the Campus on transportation and parking options.
- Building, connecting and managing a community of alternative transportation users, with the goal of increasing the number of people taking transit, ridesharing, biking and walking.
- Regularly collect, analyze, and present transportation and parking related program data.

REQUIREMENTS

BNMC is a team environment that fosters intelligent risk-taking to build a community of change makers & develop innovations that advance our city. Core values any member of the BNMC team must embrace include:

- Be inclusive and collaborative
- Drive positive change
- Work on behalf of others
- Imagine possibilities
- Act sustainably and equitably
- Teach, learn from, and respect each other
- Be passionate

QUALIFICATIONS

- Minimum of a Bachelor's Degree in a relevant field.
- Minimum of two years relevant program management experience.
- Demonstrated interest and experience in working with local institutions, businesses and residents.
- Ability to maintain positive relationships with strategic partners.
- Experience presenting to groups and leading meetings.
- Travel around Buffalo area will be required.
- Willingness to work flexible hours which may include evenings and/or weekends, as appropriate.
- Communicate effectively through oral, written and visual channels.
- Plan and organize work responsibilities according to priorities developed with the immediate supervisor.
- Technical skills to include MS Office and some basic graphic design skills.
- Create monthly and quarterly reports, and basic grant administration in a timely fashion.

ABOUT THE BNMC

The Buffalo Niagara Medical Campus, Inc. (BNMC) is the umbrella organization created in 2001 by the institutions located within the Medical Campus to address shared issues and opportunities. The BNMC is led by a dynamic team dedicated to driving positive change in our community through collaboration and urban revitalization. We support regional development beyond the Medical Campus boundaries as well as the opportunity to enhance diversity and inclusion.

Our organization fosters conversation and collaboration among our member institutions, their 16,000 employees, and the community; coordinates activities related to sustainable planning, development and enhancement of our 124-acre space; and works to create a distinct, innovative environment that provides opportunities for entrepreneurship and active and healthy living.

BNMC, Inc. is an equal opportunity employer. Interested and qualified individuals from underrepresented populations and/or who live within a 1-mile radius of the Medical Campus are encouraged to apply. The position includes competitive salary and benefits.

Deadline is October 17th 2018. Interested candidates should email a cover letter and resume to employment@bnmc.org. Please note that applications will be reviewed as they are submitted. We thank all applicants; however, only candidates selected for an interview will be contacted. No phone calls please.