

2017-2018 Climate Corp AmeriCorps Fellowship Opportunity
Commute.org – San Mateo County’s Transportation Demand Management Agency

Commute.org, a government agency in California’s San Mateo County, needs one Climate Corps fellow to assist with inspiring commuters to change their commute behavior by choosing alternatives to driving alone through education, outreach, incentives and use of a county-wide software platform (STAR). The fellow will be involved with every aspect of the agency’s commuter focused programs, from developing marketing and training materials, to providing on-site support for employers who adopt the STAR platform, to assisting the project manager with county-wide challenges and reward programs and program data analysis (including GHG and CO2 emissions reduction).

Recognized as one of the nation’s leading regional transportation demand agencies, Commute.org has been promoting alternative transportation solutions in San Mateo County since 2000. The Bay Area has led the country in economic growth since the end of the Great Recession. The increased economic activity and labor force participation has resulted in more commuters, longer commute times, unprecedented roadway congestion, record-setting ridership on public transit, and worsening air quality. Commute.org plays a critical role in providing education, incentives, and leadership that help employers, commuters and residents become part of the solution.

Position: Sustainable Transportation Associate

The Sustainable Transportation Associate, under the guidance of the Commuter Programs Manager, will play a key role in the STAR platform, as well as communications to commuters to encourage the use of alternative modes for commuting. The Fellow will have the opportunity to inform, engage, and support key employers and thousands of commuters in San Mateo County.

Key Roles and Responsibilities:

- Communications
 - Writing and posting electronic newsletters and social media content
- Develop collateral and outreach materials
 - Infographics, case studies, best practices, videos, training material
- Educate employers, community organizations, and partners
 - Webinars, focus groups, community events, demonstrations
- Support STAR users and program operations
 - On-site support, remote support, annual commuter challenge
- Analyze results and impact of the program
 - Overall program effectiveness as well as employer, reward, and challenge data

Ideal Candidate:

Outgoing, customer-oriented, well organized, willing to work hard to deliver measurable benefits to San Mateo County.

Required Skill Set:

- College degree
- Excellent writing, analytical, and communication skills
- Ability to work independently as well as with diverse, multi-stakeholder groups
- Demonstrated ability to plan projects and to keep multiple projects moving forward
- Excellent organizational skills
- Ability to logically troubleshoot problems and develop creative solutions
- Passion for environmental issues and making a difference in their community
- Working experience with Microsoft suite including Word, Excel and Outlook
- Experience using web site and video production software a plus
- Valid California Driver's License

Professional Development Opportunities:

- Managing projects, such as scoping work, identifying stakeholders and audience, developing work products on time, and evaluating achievement of goals
- Developing compelling written and visual communications for web and print consumption
- Determining best practices for creating behavior change to support climate and congestion objectives
- Working independently towards goals and outcomes that are developed as a team
- Analyzing preliminary results and developing feedback loops to make a lasting impact on the program