



JOB DESCRIPTION

TITLE: Part-time Program & Training Assistant

SUPERVISOR: Program Manager, Special Projects

SUPERVISES: N/A

GENERAL: Colorado Nonprofit Development Center (CNDC) dba Denver Regional Mobility & Access Council (DRMAC) is dedicated to fostering a healthy and vibrant nonprofit sector in Colorado by enhancing the effective and efficient use of community resources. Our values of partnership, respect, accountability, innovation, and learning guide our work. We provide comprehensive fiscal sponsor services to emerging and transitioning charitable groups DRMAC serving their communities in areas as varied as education, arts, human services, and public health.

DRMAC Mission:

Overcome mobility barriers through education, collaboration, and advocacy to enhance quality of life, inform, and empower people. Help to make transportation equitable, accessible, and affordable for all.

DRMAC Vision:

To ensure people with mobility barriers have access to travel options throughout the region.

SUMMARY OF RESPONSIBILITIES

- Assist with planning and facilitation in-person and virtual Getting There Travel training in collaboration with the GTTT team.
- Outreach to recruit participants for the Getting There Travel Training program.
- Assist with outreach to educate the community partners about the availability of DRMAC's Getting There app and provides training on the use of the Getting There app and the availability of other DRMAC services. Follows up with training participants to provide additional information and answer questions.
- Works with DRMAC leadership and independent contractors to complete tasks needed for development and completion of merged transportation data systems (**Getting There** app, **Transit Options**, **Getting There Guide**- pdf and website posting).
- Assists Program Manager with compiling data and information needed for reporting to project funders (e.g., Google and app analytics). Assist with travel training reporting and data collection.
- Primary point of contact for answering the Information & Assistance (I&A) calls to provide resource referrals.
- Primary point of contact for the DRMAC database maintenance and data entry updates.
- Be an active participant in the planning and implementation of future programs and projects.
- Attending DRMAC monthly meetings and assigned Local Coordination Council meetings.
- Attending weekly staff meetings, prepared to collaborate and information share.
- Other duties as assigned.

QUALIFICATIONS:***Required:***

- Comfortable facilitating training in diverse communities.
- Competency in delivering successful training while keeping training material updated and relevant.
- Excellent customer service skills.
- Comfortable providing transportation referrals via the Information & Assistance call center.
- High school diploma or general education degree (GED) required. Associate degree preferred.
- Ability to collaborate with diverse communities.
- The ability to work on several projects at once and support various departments.
- Proficient computer skills, including Microsoft Office.
- Ability to work remotely in a virtual environment.
- Highly organized, initiative-taker
- Ability to multi-task and meet deadlines.
- Must pass Mandatory Reporting Training.
- Computer literate with Microsoft Office products.
- Must have a valid driver's license, auto insurance and reliable transportation.
- Required to pass a background check.
- Strong verbal and written communication skills.
- Comfortable with routinely shifting demands.
- High degree of attention to detail.
- Data entry experience
- Working knowledge of general office equipment

Preferred (not required):

- Bilingual (Spanish/English)
- Bloomerang and Mail Chimp database experience
- Experience with Ring Central phones system
- Knowledge of the Americans with Disabilities Act and other local rules governing the transportation of people with disabilities.

WORK ENVIRONMENT/SCHEDULE:

Remote with occasional in person training and various locations as part of the required job duties.

Core Hours: Monday-Thursday, 11am until 5pm (with occasional in person or virtual trainings and events scheduled outside these core hours)

SALARY: \$21.50 per hour

BENEFITS

- Paid time off benefits include sick leave.
- Flexible. remote work schedule
- Small but awesome team!

In interested in this position please send your resume and cover letter to csamuels@drmac-co.org with Part-time Bilingual Program & Training Assistant position in the subject line.

The Denver Regional Mobility and Access Council (DRMAC) is dedicated to the goal of building and supporting a diverse and inclusive staff. We encourage applications from qualified individuals of all backgrounds. Black, Indigenous, People of Color (BIPOC), veterans, first-generation Americans, and those who identify as LGBTQ and non-binary are strongly encouraged to apply. For more information, please visit <https://drmac-co.org/>

(Denver Regional Mobility and Access Council is a partner project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.