

JOB ANNOUNCEMENT

Title:

Transportation Program Analyst
Planner II – Triangle Transportation Choices Grant
Central Pines Regional Council
Durham, NC

Who We Seek:

CPRC is seeking a detail-oriented and collaborative professional with experience in both data analysis and program administration to support our long-standing, award-winning Transportation Demand Management (TDM) program, [Triangle Transportation Choices](#). This hybrid role combines analytical work - such as evaluating program performance and tracking key metrics with grant administration responsibilities, including reporting, invoicing, and coordination with program partners. The ideal candidate is comfortable working with data and translating it into meaningful insights, while also managing complex administrative processes and building strong relationships with grantees, funders, and stakeholders.

Purpose:

The Triangle Transportation Choices program promotes alternative commuting options across a seven-county region through outreach and education and supports nearly twenty grant-funded partner organizations. This position will play a key role in supporting the administration and evaluation of the program, including coordination with grantees and monitoring program performance. The program's guidance plan is anticipated to undergo an update in fiscal year 2027 to better align with the region's evolving transportation landscape. While specific responsibilities of this position may evolve as part of this program plan update, the core focus on data monitoring, evaluation, and program support will remain consistent. The position will be a part of CPRC's multi-disciplinary transportation team, which works on a range of projects including alternative transportation, Safe Routes to School, and long-range planning. Over time, the Transportation Program Analyst may also contribute to other transportation projects as opportunities arise.

Key Duties & Responsibilities:

This position splits responsibilities approximately as follows:

- 65% – *Monitoring, Evaluation, & Impact Storytelling*
- 35% – *Grant Administration*

Monitoring, Evaluation, & Impact Storytelling (65%)

- Administer program-wide evaluation and monitoring activities, including data collection, compliance tracking, and performance reporting.
- Lead biennial commute surveys and annual impact data collection; synthesize findings into clear, audience-friendly insights.
- Transform quantitative data into compelling narratives, including case studies, success stories, and impact highlights for funders and stakeholders.
- Develop engaging data products (briefs, infographics, dashboards, and presentations) that communicate program impact quickly and effectively.
- Update quarterly reporting templates and enhance data visualization (charts, graphs, maps) to support storytelling and decision-making.
- Collaborate with grantees, funders, and internal teams to ensure accurate, timely reporting and alignment with program goals.
- Maintain proactive communication with stakeholders and tailor messaging to diverse audiences, including public officials and funders.

Grant Administration (35%)

- Based on policy guidance and oversight from the Project Manager, administer the TDM program's annual RFP development and release process.
- Administer quarterly grant reporting and invoicing review, including compilation, documentation, and compliance tracking to ensure accuracy and adherence to program requirements.
- Coordinate the grant cycle calendar, prepare materials for presentations and meetings, and provide direct support to the Grant Manager.

Knowledge, Skills, & Abilities:

- Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously with excellent attention to detail and limited supervision.
- Strong analytical and quantitative skills, including experience working with datasets, designing and analyzing complex surveys, and performance metrics.
- Ability to interpret data and translate findings into clear, actionable insights, supported by effective data visualizations and communication materials (e.g., charts, dashboards, reports, presentations).
- Strong proficiency in Microsoft Excel required; experience with Microsoft Office 365 applications and collaboration tools (e.g., SharePoint, Teams) strongly preferred. Experience with GIS, R, or other data analysis tools is a plus.
- Experience with record keeping, documentation, and reporting. Past experience with grant programs is a plus.
- Strong interpersonal and written communication skills, with the ability to work effectively and build relationships with grantees, funders, and internal teams.
- Ability to manage work in a dynamic environment, including adapting to evolving program priorities and responsibilities.
- Interest in transportation, sustainability, air quality, or related policy areas.

Education & Experience:

Minimum Qualifications: Bachelor's degree in data analytics, environmental studies, planning, public administration, or a related field with 2 years of relevant experience –

OR- a master's degree in data analytics, environmental studies, planning, public administration, or a related field. Candidates with a master's degree and 2 years of relevant experience are preferred. Strong data analysis skills are essential for this role.

Work Environment: During the initial 6 months of employment, the employee will be expected to work primarily in-office. Following the initial 6-month period, the employee will be eligible to take advantage of CPRC's hybrid work policies – when working hybrid, we currently anticipate this position will need to work at least 1–2 days per week in CPRC's Durham office. Local travel to CPRC meetings and partner sites is required, with occasional out-of-region travel.

Starting Salary & Benefits:

Anticipated Starting Salary: \$62,853

*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules.

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject Planner II – Transportation Program Analyst

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins May 18, 2026.

All employment offers will be within the stated hiring range.

CPRC is an Equal Opportunity Employer.