

JOB ANNOUNCEMENT

Commute Friendly NC (CFNC) Coordinator
Planner I – Triangle Transportation Choices Grant
Central Pines Regional Council
Durham, NC

Who We Seek:

CPRC is seeking an energetic, self-motivated individual with a friendly, outgoing personality who enjoys meeting people and fostering genuine relationships for the Commute Friendly NC (CFNC) employer recognition program, part of our long-standing, award-winning Transportation Demand Management (TDM) program, Triangle Transportation Choices. This is a highly public-facing position that requires confident engaging with diverse audiences, building relationships, and representing the program at employer meetings, conferences, community events, and indoor and outdoor outreach activities. The ideal candidate is an excellent communicator who enjoys networking, providing exceptional customer service, and helping employers navigate the recognition process from initial outreach through successful program participation. This position is funded through June 30, 2027, with the potential to continue based on future project funding.

Purpose:

The Triangle Transportation Choices program promotes alternative commuting options across a seven-county region through outreach and education and supports nearly sixteen grant-funded local partner organizations. This position will be responsible for leading, coordinating and executing the CFNC programming. They will be responsible for achieving the annual goals according to the work plan approved by the program funders. The overall Triangle Transportation Choices program 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 plan update, the core focus on outreach and education is expected to 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. The position may also contribute to other transportation projects as opportunities arise.

Key Duties and Responsibilities

- Serve as the primary point of contact for employer engagement by proactively recruiting employers, building relationships, answering questions, and guiding organizations through each step of the Commute Friendly NC (CFNC) recognition process.
- Represent the CFNC program at employer meetings, conferences, community outreach events, and indoor and outdoor tabling events by engaging diverse audiences, promoting program benefits, and fostering positive relationships with prospective and participating employers.

- Maintain proactive communication with stakeholders, including local and regional employers, Transportation Demand Management (TDM) partners, public officials, and funders, and tailor program messaging to effectively reach diverse audiences.
- Coordinate the employer recognition process by working with participating businesses, tracking program requirements, supporting completion of recognition activities, and developing recognition materials.
- Prepare quarterly grant reporting and invoicing deliverables by compiling required documentation and ensuring accuracy and adherence to program requirements.
- Manage program communications, including website content, social media platforms, and promotional materials to increase awareness, engagement, and participation.
- Develop and distribute educational and outreach materials for employers, partners, and the general public that highlight CFNC offerings, commuter benefits, and transportation alternatives.
- Deliver presentations and provide program information to employers, partners, and community groups to promote CFNC participation and encourage implementation of commuter-friendly workplace practices.
- Support program planning, evaluation, and continuous improvement efforts by tracking participation, maintaining program records, and identifying opportunities to enhance employer engagement.

Knowledge, Skills, & Abilities:

- Ability to effectively communicate orally and in writing in English. Spanish communication skills are highly desirable.
- Strong interpersonal, customer service, and relationship-building skills, with the ability to engage employers, community partners, public officials, and diverse audiences in a professional, friendly, and approachable manner.
- Ability to confidently represent a program in public settings, initiate conversations, network with new contacts, and promote program benefits at employer meetings, conferences, and outreach events.
- Ability to plan, coordinate, facilitate, and execute meetings, employer outreach activities, and engagement campaigns with limited supervision.
- Strong organizational skills with the ability to prioritize and manage deadlines, maintain accurate records, and demonstrate attention to detail.
- Strong written communication skills with the ability to develop clear and engaging outreach materials, presentations, website content, social media content, and other communications tailored to diverse audiences.
- Proficiency in Microsoft Office 365 applications and collaboration tools (e.g., SharePoint, Teams); experience with website content management systems and social media platforms preferred.
- Experience with documentation, record keeping, reporting, and tracking program activities and outcomes.
- Ability to adapt to changing priorities, work independently, exercise sound judgment, and contribute to a dynamic, collaborative work environment.
- Interest in transportation, sustainability, air quality, workforce access, or related policy areas. Preference for individuals with lived experience utilizing transportation alternatives (e.g., walking, cycling, public transit, carpooling).

- Ability to lift boxes 20 lbs. or less when transporting and setting up promotional items and outreach materials for in-person events.

Education & Experience:

Minimum Qualifications: Bachelor's degree in environmental studies, communications, community engagement, public health, planning or a related field is required. Volunteering and/or internship experience conducting education and outreach and working with residents and/or employers is a plus. The individual must be very comfortable in oral as well as written communication and be outgoing by nature to make the best of this position.

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, the position will need to work a minimum of 2 days per week in CPRC's Durham office or doing the outreach. Local travel to CPRC meetings and partner sites is required, with occasional out-of-region travel. This position is eligible to receive comp time or schedule flexing for occasional outreach events outside of regular business hours.

Starting Salary & Benefits:

Anticipated Starting Salary Range: \$57,009 - \$59,859

*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 regional 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 I – CFNC Coordinator

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

All employment offers will start at the stated hiring amount. CPRC is an Equal Opportunity Employer.