

## **JOB ANNOUNCEMENT**

**Title:**

Planner II – Triangle Transportation Choices, Grant Administrator  
Central Pines Regional Council  
Durham, NC / Hybrid

**Who We Seek:**

We are seeking an individual with strong interpersonal skills as the grant administrator for our Transportation Demand Management (TDM) grant program - Triangle Transportation Choices. This individual will assist in coordinating and executing different aspects of administering the TDM grant in Central Pines Regional Council's (CPRC) transportation focus area.

**Purpose:**

The Planner II position will be a part of the multi-disciplinary transportation team at CPRC. The transportation team executes multiple wide-ranging projects on issues such as alternative transportation, safe routes to school, alternative fuels and electric vehicles and long-range transportation planning. Triangle Transportation Choices is a long standing TDM grant program in the transportation focus area and annually funds almost twenty different organizations in the seven-county grant region. The key goal of this program is to promote alternate commute choices amongst the region's residents through outreach and education.

The Planner II position will be responsible for providing grant administration support and resources on everyday basis to the program grantees, trouble shooting and coordination of various grant activities. Fostering new relationships and maintaining existing relationships with stakeholders and grant partners is a key part of the responsibilities. This position may be able to work on other projects in transportation area over time as opportunities become available.

**Duties & Responsibilities:**

- Collaborate and coordinate with program grantees, program funders and external stakeholders on grant activities.
- Plan, coordinate and run program related meetings.
- Maintain clear and open communication channels with internal and external stakeholders.
- Manage program website and other social media platforms.
- Report review, compilation, and coordination with program grantees.
- Develop reports and other materials as necessary.

- Approach all actions with a lens of diversity, equity, and inclusivity for both internal and external stakeholders/customers while exhibiting the organization's core employee values of integrity and trustworthiness, excellent customer service, well-informed leadership, and a focus on solutions and results.

### **Knowledge, Skills, & Abilities:**

- Knowledge of and interest in transportation policies, alternate commute modes, equity and inclusion, air quality and sustainability issues.
- Excellent oral and written communication skills as well as the ability to work on multiple projects concurrently. Spanish communication skills are a plus.
- Ability to establish and maintain effective working relationships and a positive, customer service-oriented approach with staff, internal and external stakeholders.
- Experience with grant administration, documentation, and reporting.
- Ability to develop charts, maps, graphs, and other illustrative materials for effective communication with all stakeholders.
- Ability to perform a variety of other duties such as research, drafting plans and reports, grant development and administration, etc.
- Experience as an alternate mode commuter (by foot, bicycle, transit, vanpool/carpool, etc.) is highly desired.
- Ability to occasionally lift boxes 20 lbs. or less, when needed.

### **Education & Experience:**

A master's degree in sustainability, environmental studies, planning, or a related field is desired. A bachelor's degree in the same field, and 2-3 years' experience in grant administration at municipal, county, or regional level is also acceptable.

The individual must have strong project management and communication skills to thrive in this position.

This position can either be in-office or hybrid in-office/remote. It will require some local travel to attend meetings in the office and other locations around the CPRC region, and occasionally out-of-region. It is possible to conduct many of the required job functions remotely.

### **Starting Salary & Benefits:**

Hiring range: \$52,074 - \$54,678

\*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 learn read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at [www.centralpinesnc.gov](http://www.centralpinesnc.gov).

**How to Apply:**

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

**Incomplete applications will not be considered. Position is open until filled; initial review of applications begins October 1, 2023.**

**All employment offers will be within the stated hiring range.**

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.