



**Alliance for
Community
Traffic
Safety**

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*Community Traffic Safety Program
Oregon Child Safety Seat Resource Center
Oregon Transportation Safety Conference*

COMMUNITY TRAFFIC SAFETY PROGRAM COORDINATOR

Position Summary: ACTS Oregon is recruiting for a full time Community Traffic Safety Program Coordinator. The successful candidate will be an energetic individual who can work independently and as part of a team with strong verbal and writing skills, and a commitment to community involvement in solving local traffic safety concerns.

The Mission of ACTS Oregon is to reduce fatalities, injuries and the severity of injuries resulting from vehicle crashes throughout Oregon. The office is located in Beaverton. More information about ACTS Oregon is available at www.actsoregon.org

The Community Traffic Safety Program is the central point of access to information, research and resources for communities wanting to address local traffic safety concerns. The Community Traffic Safety Program Coordinator is responsible for nurturing new and existing traffic safety committees, commissions, and initiatives, through training, events, public presentations, networking and community organizing. This position is responsible for two mini-grant programs, contributes to public education and access to information on community traffic safety through articles in the *Traffic Safety Connection* newsletter and pages on the ACTS Oregon website.

Submittals for this position should include both a resume and answers to supplemental questions listed below. Total of both should not exceed 4 pages. Only electronic submittals will be accepted.

Email resume and answers to questions to ACTSOregon@gmail.com
Deadline for submittal is January 25, 2010.

Supplemental Questions:

- 1) Describe experience working for a non-profit or governmental agency and/or working in a traffic safety related organization.
- 2) Describe grant management experience?
- 3) How have you worked to motivate communities to be involved in addressing local concerns?
- 4) What is your level of computer proficiency with Microsoft Word, Excel, Power Point, ACT! and Dreamweaver?
- 5) Strong technical writing and public speaking skills are required. Describe experience in these areas.

ACTS Oregon reserves the option to cancel or extend the duration of the recruitment if a suitable candidate is not identified by the closing date.

Salary / Rate of Pay \$31,200 - \$35,360 annually, negotiated based on experience. Benefits include medical and dental benefits for the employee.

Duties and Responsibilities:

Support local Traffic Safety Committees and Commissions: attend meetings, provide training opportunities and regional workshops, promote the development of local TSC and work to revitalize existing committees, correspond regularly with Traffic Safety Committees and Commissions via email to share current information.

Administer the Building Safer Communities and the Bicyclist Safety Mini-Grant programs: promote, review, contract, support, participate in events and provide oversight.

Promote community traffic safety: develop and maintain content of the Community Traffic Safety Program section of the web site including training opportunities, and current lists of traffic safety committees and commissions, contribute articles for the “Traffic Safety Connection” newsletter, create materials to display and distribute at conferences and events, represent ACTS Oregon on committees focused on traffic safety, host, participate and present at conferences and workshops to increase knowledge and develop professional contacts to support the Community Traffic Safety Program and ACTS Oregon.

Responsibilities related to Oregon Transportation Safety Conference: recommend presenters and workshop topics, promotion of scholarships and award nominations, and conference preparation - support for annual meeting, design of display board, promotion of membership, and development of fliers

Represent ACTS Oregon: positively promote the overall mission to a wide audience including organizations, agencies, and community traffic safety advocates, promote ACTS Oregon membership.

Qualifications:

Experience working with professionals from one or more of the following traffic safety related areas: engineering, law enforcement, education, public health, public safety, or emergency medical services. Minimum of two years non-profit experience preferred.

Strong leadership skills in facilitation, training, and event planning.

Demonstrated ability to manage grants and projects.

Demonstrated success in establishing and maintaining mutually beneficial partnerships.

Excellent organization skills and the ability to work independently.

Personable, professional, self motivated, collaborative and flexible.

Strong technical writing skills to create articles, website content and contract expectations.

Ability to communicate effectively, making public presentations, and developing marketing strategies and materials.

Working knowledge of computer systems and software applications.

Willingness and ability to travel in-state 30% of the time.

Willingness and ability to become a Certified Child Passenger Safety Technician when deemed appropriate.

Website link:

www.actsoregon.org