

Hilltop In Motion Contractor

City of Tacoma, Office of Environmental Policy and Sustainability
Mid-October through December 2015

The City of Tacoma is seeking motivated, dependable, creative temporary staff to implement outreach for the Hilltop In Motion Program. The purpose of this program is to raise awareness of opportunities to walk, bicycle, and use public transit for transportation in an effort to mitigate air and water quality issues in Pierce County.

This position pays \$12/hour and the work schedule will be approximately 12 hours/week from mid-October to mid-December, with flexible hours depending on contractor's schedule. Upon satisfactory completion of fall programming, the contractor may be hired on through June 2016 to complete spring and early summer programming. The contractor is expected to work independently and provide their own computer and work space.

The Hilltop In Motion contractor will be given a great deal of responsibility and autonomy and must be self-motivated and well-organized. Contractor must be able to interact professionally with public agencies, businesses, and the general public.

Requirements:

- High school diploma or GED equivalent
- Passion for walking, bicycling, or riding transit

Skills necessary to successfully execute this work include:

- Outgoing personality
- Independent thinking
- Good organizational and communication skills
- Familiarity with Facebook and Twitter
- Solid research and computer skills
- Strong work ethic, self-motivated
- Communications, Environmental Studies, Sustainable Urban Development, Urban Studies students preferred

Scope of Work:

- Work with the City of Tacoma's Office of Environmental Policy and Sustainability staff to develop and implement a system to evaluate travel habits for Hilltop neighborhood residents.
- Process baseline survey data for In Motion participants
- Compile and deliver promotional and education materials about walking, biking, and transit in the Hilltop neighborhood
- Support pieces of the communications plan, including outreach through social media
- Document participation numerically and with photographic images

Please email a resume and letter stating your interest, skills and qualifications by 5:00pm on October 5th to:

Diane Wiatr

Active Transportation Coordinator
City of Tacoma
dwiatr@cityoftacoma.org
(253) 591-5380

