



Program Associate, Global and U.S. Initiatives

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in China, India, Indonesia, Brazil, Argentina, Mexico, and the United States. ITDP's programs focus on bus rapid transit (BRT), non-motorized transport, travel demand management, parking, transport policy, and urban development. More information about ITDP can be found at www.itdp.org.

Position

The Program Associate will be based in the New York City office and be a part of the Global team. ITDP's global initiatives focus on building political will and technical awareness for implementation of transport project through identifying best practices and creating global opportunities for knowledge sharing and peer-to-peer learning. Flagship global activities at ITDP include the Sustainable Transport Award, which identifies global best practices, and the MOBILIZE Summit which is organized by ITDP in the winning city as a place-based learning lab.

ITDP's program work in the United States takes that approach and applies it specifically to the U.S. context, going deeper to provide technical assistance in specific cities. It is focused on bringing public transit into the mainstream to be a more integral part of American cities. The program's work is based on capacity building to connect public transit practitioners and advocates with the availability of international solutions through study tours and exposure to best practice, technical advising in bus-based service planning, assistance in crafting transport policy with a particular focus on surface transport and benchmarking U.S. cities.

This position will work on a range of projects pertinent to Global and U.S. Initiatives including expanding ITDP's presence in the United States, helping to develop a Gold-Standard Bus Rapid Transit (BRT) corridor in Boston and advancing capacity building of transit advocates and leaders.

The Program Associate will report to the Director of Global and U.S. Initiatives. S/he will be expected to work flexibly and creatively and to draw on ITDP's Global team as

needed. S/he will also work directly with city partners and consultants. The Program Associate will provide programmatic and administrative support for the Global and U.S. Initiatives work.

RESPONSIBILITIES

- Support technical assistance to U.S. cities, focusing on Boston, on sustainable transportation, with a focus on BRT, and bus improvements.
 - Work on projects that call for mapping of existing bus demand and future service planning
 - Review reports and give technical feedback
 - Work with agencies to develop next steps and provide technical guidance
 - Conduct assessments of sustainable transportation in cities from both a technical and political perspective
 - Organize and conduct site visits, both in New York and internationally
 - Organize and facilitate workshops and meetings
- Help draft and edit reports and presentations based on technical work done in-house and by consultants.
- Plan and conduct research on new innovations in sustainable transport, including case studies, and then communicate results to target audiences (reports, memos, policy briefs, fact sheets, etc.)
- Facilitate webinars internally and externally to highlight best practices and innovations.
- Monitor emerging trends and developments in the US on sustainable urban transport and land use and maintain the U.S. MRT Projects Database.
- Work closely with the Global Communications Team to create effective strategies for raising the visibility of ITDP in the U.S., including through social media, writing blog posts, articles, and op-eds to support and raise the profile of ITDP's work advancing greater public transit ridership in the U.S.
- Work on projects related to Transit-oriented development around BRT and metro stations.
- Assist in organizing capacity building workshops, including in relation to MOBILIZE, ITDPs signature international leadership program
- Work as a program liaison with field offices on developing content for MOBILIZE, including developing the program, facilitating discussions, preparing presenters, etc.
- Develop and maintain relationships related to program work.
- Identify emerging opportunities and help craft strategy
- May be assigned other tasks or duties as needed.

REQUIRED QUALIFICATIONS

- 1-3 years of experience in transport and/or urban development

- Master's degree in transportation, urban planning, civil engineering, or a related field
- Knowledge of transit policy and planning issues in the U.S., including national, state and local level state-of-practice
- Understanding bus rapid transit, land use and parking fundamentals, or a strong willingness to learn
- Preferred experience with BRT or bus-based transport service planning or operations
- Preferred experience or exposure to modeling software (TransCad) or GIS / ESRI
- Preferred experience in conducting transport surveys or some background in research methods
- Strong communicator with excellent written, oral and interpersonal communication skills
- Self-motivator who can manage multiple priorities and keep attention-to-detail; be responsive and nimble
- Strong quantitative and writing skills
- Ability to work in a fast-paced environment
- Some travel will be required

To apply please send a cover letter and resume to jobs@itdp.org with "Program Associate" in the subject line. No phone calls, please.