



is seeking a...

PROGRAM ADVISOR – SMART COMMUTE

\$67,912 - \$85,305 per annum

with an excellent benefits package, including OMERS Pension Plan

Metrolinx, an agency of the Government of Ontario, has a vision to bring about an integrated, customer-focused transportation system that enhances prosperity, sustainability and quality of life for the Greater Toronto and Hamilton area (GTHA) region. One of our initiatives is *Smart Commute*, a partnership between the cities and the regions of the GTHA that encourages local employers and commuters to explore more sustainable transportation choices like carpooling, teleworking, transit, cycling, walking, or flexible work hours.

As the *Program Advisor – Smart Commute*, you will be responsible for:

- Coordinating Smart Commute projects, including developing and recommending project plans, drafting RFPs, selecting and recommending proposals, managing consultants, monitoring progress and ensuring that projects remain within budget and timelines.
- Leading research studies that will monitor, enhance, or improve current Smart Commute programs, assisting with the implementation of emerging technologies in the field, and facilitating partnerships with new external stakeholders to advance new Transportation Demand Management (TDM) initiatives / technologies, including training.
- Acting as a key resource to senior management on the Smart Commute program, and on the topic of Transportation Demand Management.
- Creating and delivering a Smart Commute toolkit for use by Transportation Management Associations (TMA) in the promotion and implementation of Transportation Demand Management programs.

Location: 20 Bay Street, Toronto.

Qualifications: Completion of a 4-year post-secondary College diploma / University Degree in transportation or land-use planning, or any combination of education, training and experience deemed equivalent. Minimum four (4) years experience in project management or transportation planning/operations that includes direct exposure to, or demonstrated working knowledge of:

- Metrolinx businesses, programs and service delivery objectives
- Sustainable transportation and emerging trends in the discipline.
- The methods and tools of research and analysis, particularly as they pertain to policy.
- Transportation Demand Management
- Procurement and contract management processes
- Determining resource requirements and monitor contractor performance in meeting project timelines and deliverables.
- Project management including skills in planning, organizational and coordination.
- Determining priorities and meeting strict deadlines in a publicly sensitive environment
- Strong research and analytical skills
- Excellent consultation, presentation and communication skills
- Office software applications and the preparation of detailed spreadsheets and pivot tables, research reports, presentations and correspondence

Resumes must be received by the Human Resources Office, Metrolinx, 20 Bay Street, Suite 600, Toronto, M5J 2W3, email: <mailto:humanresources@gotransit.com>, no later than **April 11, 2010**, quoting **File Number 10-71**.

Only those selected for an Interview will be contacted.

AN EQUAL EMPLOYMENT OPPORTUNITY

www.metrolinx.com www.gotransit.com