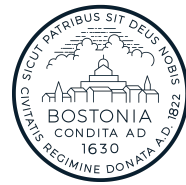


Boston's Safest Driver Program Manager

Mayor's Office of New Urban Mechanics

Boston Transportation Department

Grant-funded contracted position



The City of Boston is seeking a Program Manager for the second edition of the [Boston's Safest Driver](#) competition set to launch in the winter of 2018. Boston's Safest Driver is a key educational program element of Mayor Walsh's [Vision Zero](#) initiative aimed at eliminating traffic fatalities and serious injuries from our roadways by 2030. The role will include the following:

- **Design and Management**

You will be responsible for creating a comprehensive plan for administering the Boston's Safest Driver program. This includes developing a budget, structuring a schedule, and creatively exploring new ways to involve individuals, businesses, and community partners in the program. You will also work to develop incentive packages with individual companies that foster adoption of the program. You will be responsible for maintaining the website and social media channels.

- **Relationship Development**

You will foster the collaboration between the City, the TMAs, the technology partner, and other invested parties. We expect you to work at building trusting relationship with a multitude of community partners. You will be expected to recruit large area employers to be part of the program and to work with their staff to develop creative incentives for participation.

- **Citizen Engagement**

We are seeking an outgoing and enthusiastic person who is comfortable talking to strangers about their driving habits and can be creative in developing strategies to gather excitement among participants. This will entail leveraging new networks created by the applicant to accomplish the established goals of the program.

- **Grant Management**

Manage grant administration, vendor invoicing, documentation, and reporting between the City of Boston and the National Safety Council. We anticipate this to be a relatively small portion of the overall role, but it does require being familiar with the Google document suite, use of spreadsheets, and good written communication skills.

- **Design & Marketing**

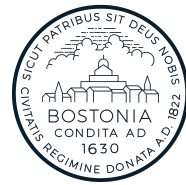
You will support the program through the creation of advertising materials and creative marketing. While some design skills are preferred, they are not essential to this role. Being able to manage the implementation of a marketing strategy is foundational.

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- **Side Hustles**

In addition, there are varied roles that are core to running this lean operation at New Urban Mechanics. We welcome you to this team and to assume some of the roles of other Program Directors. All team-members have opportunities to manage the website, oversee intern projects, develop grant applications, manage a budget or other duties as necessary. While this is not the heart of the job, all Program Managers will be expected to do some of this work. There will also be opportunities to develop additional projects across the MONUM portfolios. ***If you have a special skill, we want to let that shine.***

Requirements

- The Position will work closely with the Boston Transportation Department, Vision Zero Task Force, and report to Mayor's Office of New Urban Mechanics.
- The Program Manager should be a strong relationship builder, comfortable with risk, and passionate about solving hard civic challenges with creative, original solutions.
- We look for people with a track record of execution. We want team members who are comfortable both working alone and in a highly collaborative office
- We look for people who have an innate ability to construct strong relationships with community partners and represent the City of Boston well.
- We seek individuals with subject matter expertise in areas such as design, transportation, community engagement, as well as broad curiosity about cities.
- Ideal candidates should be "self-starters" and comfortable with charting their own course in complex and seemingly hierarchical organizations.
- Must be proficient with the Google Suite, spreadsheets, and have strong written communication skills.
- Spanish language proficiency preferred
- Bachelor's or post-graduate degree preferred

Benefits & Salary

Based upon experience (\$25-\$35/hour);

Up to 30-hours per week (3-4 days per week)

This is a contracted position

Anticipated start-date: December 2018

Grant-funded position through June 30, 2019 opportunities may exist beyond this deadline.

Interested candidates should send their cover letter detailing their interest and thoughtfully designed resume to kristopher.carter@boston.gov with **Safest Driver Program Manager** in the subject line.