

# **ALTRANS TMA, Inc.**

## **Program Assistant**

### **Fall 2017**

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#### **THE POSITION**

ALTRANS is accepting resumes for a multi-faceted, talented, and motivated program assistant. In addition to providing a wide-breadth support role for a team of program managers, this individual will help develop and power ALTRANS' social media strategy, including content planning and scheduling.

#### **COMPANY BACKGROUND**

ALTRANS has been engaged in alternative transportation consulting/management, and trip reduction services for over 25 years. Visit [ALTRANS.net](http://ALTRANS.net) to learn more.

#### **ASSIGNMENT & COMPENSATION**

Status: Full Time; 40 hours per week.

- \$25.00/Hour Based on Experience
- Benefit packet includes medical reimbursement, 401k investment plan, vacation/sick time, monthly cell phone allowance; 90-day benefit waiting period.
- Daily Scheduled Hours: 9:30am-6:30pm, Monday-Friday.
- Office Location: North San Jose, between 880 and 101
- Working on national/major holidays is a possibility; pay is 150% of normal rate.

#### **DESIRED EDUCATION**

AA or higher from accredited school and/or transferrable experience.

#### **DESIRED SKILLS**

##### **Social Media**

2+ yrs in social media marketing

Experience in setting up, updating and/or building social media platforms

Proficient in social media analytics and engagement tracking

Working knowledge of marketing channels and tools like SEM, Mobile, Google Analytics, SEO

Excellent writing skills

##### **Technical**

Demonstrated knowledge of and experience in preparation, development and maintenance of records and documents.

Well versed in Excel and Word.

Strong ability to proof, manipulate document layout, create documents for varied applications.

Experience deploying, tracking and closing tasks via project management tools

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### **Problem Solving/Research**

Ability to use intuition and reasoning to solve problems.

Level headed; prioritizes tasks appropriately; deals with unforeseen circumstances with calm and positive attitude.

Ability to keep working without direct supervisor input.

### **Management**

Manages time and resources well to solve problems quickly and efficiently.

Effectively manages workspace; keeps a clean and organized office.

Understands the importance of managing data safely and securely.

### **Interpersonal/Support**

Support oriented; can identify needs of team members and offer support where most needed.

Initiate and follow-up with phone and e-mail contact with peers, clients, and others.

### **Personality/Character**

Excellent interpersonal and communication skills; professional demeanor and verbiage.

Outgoing; cheerful; courteous; friendly; mindful of others.

Honest; holds personal integrity, the value of one's word, and work ethic in the highest regard.

### **Customer Service/General Admin**

Provide customer and client support via phone and online.

Well-rounded skill set; can provide management support in a broad range of contexts.

Perform general office work.

## **APPLICATION AND SELECTION**

Submit cover letter, résumé and the following questionnaire to [info@altrans.net](mailto:info@altrans.net)

1. Summarize your relevant job experience as it relates to the "Role Description" and "Desired Skills" portions of the job posting.
  2. Describe in detail one tool/resource that you personally developed, implemented and/or coordinated to assist financial management.
  3. Describe in detail the most critical support function you have provided and why it was critical.
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