

JOB ANNOUNCEMENT

Director of Transportation

HHWP Community Action Commission, a local non-profit, is looking for a Director of Transportation to join their senior level leadership team. This position is responsible for managing all operations within the Transportation Department to ensure the achievement of programmatic goals and objectives and ensure compliance with all program regulation. The position oversees all fiscal and personnel activities within the transportation department; in coordination with the Fiscal and HR Departments, ensures the integrity of all fiscal and personnel policies and procedures. This position oversees and manages all departmental project budgets, manages all transportation grants and contracts, and develops new transportation contracts and grants. In addition, this position engages in agency-wide strategic planning and coordinates with other members of the HHWP CAC executive leadership team to drive continuous improvement and positive community outcomes. The annual salary ranges from \$65,000 - \$84,500 and is based on education as well as experience.

Desired Attributes:

- Independent Critical Thinking Skills
- Highly Organized
- Results Driven
- Articulate Communicator
- Continuous Improvement Mindset
- Working knowledge of Personal Computers, Excel and Microsoft Office Tools
- Ability to appropriately delegate responsibilities to subordinate staff
- Ability to provide leadership and progress in ambiguous environments
- Strong Initiative
- Collaborative and Professional
- Analytical Reasoning Skills
- Independent Decision Making Skills
- Good Oral/Written Communication Skills

QUALIFICATIONS:

Overall Requirement: Must be sensitive to the needs of low-income individuals and able to work with individuals of all cultural backgrounds and ages. Must adhere to values of the HHWP CAC including Advocacy, Professionalism, and Partnership. Must be committed to the Agency's mission to reduce the conditions of poverty by providing comprehensive services to improve lives.

Minimum Education: Bachelor's Degree in Business Administration, Public Administration, Logistics, Social or Behavioral Sciences, or related degree.

Minimum Experience: 5-7 years of progressive leadership experience in an organization or as a volunteer. Non-profit experience is preferred. Experience must include budget management/oversight. Specific experience working in logistics or transportation-related industry is highly preferred.

Benefits: HHWP Community Action Commission provides a rewarding paid time off package, several tiers of health and prescription coverage, dental/vision and a 403(b) with matching contributions of 100% up to 5%.

Applications must be completed along with a letter of interest and salary requirements. Applications may be obtained from HHWP CAC or at www.hhwpcac.org. Completed packages or additional information requests may be emailed to bniese@hhwpcac.com.

Equal Opportunity Employer