**The Metropolitan Area Planning Council (MAPC) invites applications for the position of:**

**Assistant Director of Transportation**

**SALARY: $100,000 - $110,000**

**DESCRIPTION:**

The Metropolitan Area Planning Council (MAPC) seeks an Assistant Director of Transportation who will support the Transportation Director in overseeing the Department. The Assistant Director will work on a variety of planning activities and policies to advance sustainable mobility, smart growth, and transportation equity in Greater Boston. The Assistant Director will report to the Transportation Director and will help manage department staff and budgets, support regional transportation planning at the [Boston Metropolitan Planning Organization](https://www.bostonmpo.org/)  (MPO), manage technical assistance projects, and other activities to advance the transportation components of Greater Boston’s regional land use and policy plan, MetroCommon2050.

**About MAPC:**

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our strategic priorities are sustainable development and preservation, advancing equity in the region, collaboration across municipal lines, and developing a climate-friendly and resilient region. We are guided by our regional plan, MetroCommon2050: Shaping the Region Together. MAPC’s staff includes approximately 120 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

MAPC has a hybrid schedule, combining time in the office with remote work. Employees must reside within a commutable distance from MAPC’s Boston office.

MAPC strongly supports the professional development of each staff person, believing their growth to be consistent with the best interests of MAPC and the region. We encourage all our staff to develop new ideas to make MAPC’s planning and policy work more relevant and impactful, and to adapt to changing times.

This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future for everyone who lives and works in Greater Boston. For more information about MAPC or *MetroCommon2050*, please visit [www.mapc.org](http://www.mapc.org/)

**About the Department:**

The Transportation Department works on diverse planning topics, including bicycle and pedestrian plans, Complete Streets, off-road paths and trails, bus priority improvements, parking, Transit Oriented Development (TOD), Transportation Demand Management (TDM), transportation finance, public transit fare equity, decarbonization, first and last mile solutions, and many others. The Department also supports the work of the Boston MPO to develop a transportation vision for Greater Boston—from public transit to pedestrian/bicycle needs to roadway projects—and then dedicate federal and state funding to specific transportation improvements. Additionally, team members work closely with other departments at MAPC on interdisciplinary projects.

**RESPONSIBILITES**

* Supervise two planners in the Transportation Department as part of a seven-person team;
* Develop and oversee place-based technical assistance projects for municipalities, including interdisciplinary projects in consultation with other departments at MAPC;
* Develop and oversee regional research projects that support equitable and sustainable transportation and land use goals; including interdisciplinary projects in consultation with other departments at MAPC;
* Pursue funding opportunities to support the work, including applying for discretionary grants, responding to requests for proposals, and seeking state and federal resources;
* Work with the Boston MPO, including the development of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long Range Transportation Plan (LRTP), and other MPO activities in support of MAPC’s role as Vice Chair of the Boston MPO;
* Manage several planning projects annually, including scoping, budgeting, data collection, analysis, presentation of findings, and final deliverables;
* Facilitate working groups with diverse stakeholders in the region, including municipalities, state agencies, the private sector, community-based organizations, and advocacy groups;
* Collaborate with other Regional Planning Agencies (RPAs) throughout Massachusetts on joint projects and state-wide priorities;
* Undertake other responsibilities as needed to achieve the goals of MetroCommon2050.
* Support transportation-related policy priorities of the agency through the development of testimony, white papers, and advocacy strategies.

Evening events, occasional weekend events, and local travel are a responsibility for this position. MAPC does not require that you have a vehicle; however, you must have a valid driver’s license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC provides support for travel, including MBTA passes, a Zipcar account and BlueBikes membership.

**QUALIFICATIONS**

Candidates for this position must have either a Master’s degree plus a minimum of 4 years of relevant work experience OR a Bachelor’s degree plus a minimum of 6 years of relevant work experience in transportation planning, city/regional planning, civil engineering, public policy, or a related field. AICP preferred but not required. Candidates must have at least 2 years of experience directly supervising one or more staff.

**The successful applicant will demonstrate all or most of the following:**

* Deep knowledge of transportation and land use planning concepts;
* Strong transportation planning experience, including ability to make placed-based and policy recommendations;
* Knowledge of or experience working on transportation justice and equity issues, including but not limited to issues specifically impacting Environmental Justice communities;
* Project management experience, demonstrating ability to prepare work plans, budgets, reports, and meet deadlines;
* Staff management experience, demonstrating ability to support and supervise staff and work collaboratively with other teams;
* Experience writing and applying for, and managing grant funding or contracts;
* Experience with community engagement, facilitation, and working effectively with community-based organizations, state agencies, municipalities, advocacy groups, and communities of color;
* Strong writing skills, including ability to prepare technical memos, whitepapers, and reports;
* Strong presentation and public speaking experience;
* Experience conducting fieldwork and data collection;
* Experience working in and/or with communities located in Massachusetts;
* Proficiency in Microsoft Excel, Word, and PowerPoint.

**Preferred:**

* Data visualization skills, experience with software such as Illustrator, Photoshop, and InDesign;
* Experience working with the Boston MPO or MPOs generally;
* Experience managing consultants or consultant teams; and/or
* Experience applying for federal grants.

**SUPPLEMENTAL INFORMATION**

**Compensation and Benefits:**

The salary ranges from **$100,000 to $110,000**, depending on qualifications and experience. This is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family-friendly work environment and a commitment to continued professional development.

**How to Apply:**

Apply online at [www.mapc.org/jobs](https://www.governmentjobs.com/careers/mapc). The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States. A Criminal Offenders Records Information (CORI) request must be completed if offered this position. A criminal record is not an automatic bar to employment at MAPC, but it will be reviewed in light of the position and other elements of an applicant’s resume.  
   
MAPC is an Equal Opportunity Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC’s culture of equity, see our [*Equity at MAPC*](https://www.mapc.org/get-involved/equity-at-mapc/) page.