

**Position Title: Transportation Options Network for Seniors (TONS) Urban Transportation Consultant**

**Reporting to: The Executive Director**

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**Brief Description of TONS**

TONS is a volunteer driven network that aims inform and educate Manitobans on transportation options that enhance quality of life and promote age-friendly communities. Three main areas of focus are on community outreach, education and awareness building, and rural transportation. For more information see <https://tonsmb.org/>.

**Position Summary**

The Urban Transportation Consultant will be hired to fulfill an 18-month contract and is responsible to the Executive Director & TONS Board of Directors. The Urban Transportation Consultant will carry out the following project deliverables for the OWSEOP- Older Winnipeggers Social Engagement Project as outlined in the project agreement & other specific deliverables that will have a focus on education, coordination and enhancement of urban transportation options not addressed by the OWSEP project. Major areas of responsibilities include networking, community collaboration, education, research & development, social media & creative development and general administration. This position requires a self-directed person with an interest in Older Adults and addressing transportation challenges in Winnipeg and potentially other Urban areas.

**Major areas of responsibility & duties will include but are not limited to the following;**

**1. Networking, Community Collaboration & Education**

1. Outreach to target population groups as identified by OWSEP
2. Identify and connect to new or existing Volunteer Driving groups
3. Work collaboratively with the Senior Resource Finders, community agencies and other businesses that provide Volunteer driving programs to achieve mission of OWSEP
4. Carry out other community collaboration tasks as required by the OWSEP Steering committee
5. Work collaboratively with private businesses, not for profits and other transportation entities to build awareness for the transportation needs of Older Adults in Winnipeg
6. Support the work of the Executive Director in stream lining urban transportation services with the use of 211 or another service as established
7. Facilitate community presentations as requested on topics related to urban transportation or as directed by the Executive Director
8. Attend and participate in meetings & events as directed by the Executive Director
9. Other tasks as established by the Board of Directors & the Executive Director

**2. Research & Development**

1. Research and develop effective ways to track and monitor Volunteer driving programs in Winnipeg
2. Conduct needs assessment surveys as required by OWSEP & TONS
3. Research best practice models from across Canada for Volunteer driving programs which will support the creation of a centralized volunteer driver hub
4. Develop tools for corporate and community volunteer recruitment
5. In partnership with the Executive Director, facilitate the development of educational resources, awareness campaigns and tools that serve to educate service providers, caregivers, government and others on urban transportation options
6. Maintain a strong working knowledge of significant developments and trends in the urban transportation sector
7. Other tasks as established by the Board of Directors & the Executive Director

**3. Social Media, Technology & Creative Development:**

1. Develop a social media presence to educate and connect service providers, caregivers and Older Adults to TONS, to volunteer driving programs and other urban transportation options in Winnipeg
2. Research and develop an appropriate tool or platform for the Volunteer Driving hub for OWSEP
3. Facilitate the development of video training modules for Volunteers on safety, accessibility and customer service for OWSEP
4. Support the Executive Director in hosting online lunch n’ learn style speaker series and other educational opportunities
5. Support the Executive Director with the creation of blog and vlog content to educate services providers, caregivers and others on a variety of transportation related topics throughout MB
6. Other tasks as established by the Board of Directors & the Executive Director

**4. Administration/Committee Support Work:**

1. Work collaboratively with all OWSEP partners including but not limited to A&O, AAIM, MASC and U of M
2. Attend and participate in all OWSEP steering committee meetings and any additional meetings as set by the OWSEP committee
3. Lead and facilitate the TONS-OWSEP working committee by consulting with members, hosting meetings, collecting information as required and ensuring that committee stays up to date on the workings of the OWSEP project
4. With support from the Executive Director, ensure all reports, records and stats are completed as required by the OWSEP contracts
5. Monitor all budgets and track expenses for OWSEP
6. Ensure submission of month end financial expense forms are submitted to the Executive Director, Treasurer and Bookkeeper
7. Provide Executive Director with required reports to present at the TONS Board meetings
8. Other tasks as established by the Board of Directors & the Executive Director

**Required Knowledge, Skills, and Abilities**

* *Post Secondary Education in a relevant field*
* *Administrative experience*
* *Networking experience with community agencies and other organizations.*
* *Pre-existing knowledge on transportation for Older Adults with focus on Volunteer Driving and urban transportation options*
* *Strong leadership qualities*
* *Must be able to self-manage*
* *Excellent interpersonal and communication skills*
* *Experience working with older people*
* *Proficiency with computers and software (e.g., word processing, spreadsheets, presentation software, zoom etc.)*
* *Proficiency with social media and basic creative tools (e.g., Facebook, Twitter, Canva, Blogging, Vlogging)*
* *Valid driver license and ability to travel for meetings and presentations*

**Compensation**

* + - * The Urban Transportation Consultant will be: an independent contractor, will agree to a monthly fee (including GST), will work from home and will be expected to sign a service contract
      * Business travel will be reimbursed upon receipt of a monthly expense claim, as per the Province of Manitoba Travel Allowance or receipts where applicable
* Required technology items such as a laptop and use of a personal cellphone will be further discussed at the interview stage
* Required materials purchased to provide administration will be compensated, when pre-approved as per TONS financial policies.
* An orientation period will be provided.

**To apply please send a cover letter and resume to:** [**info@tonsmb.org**](mailto:info@tonsmb.org)

**Deadline to apply is 3:00pm September 11, 2020**