

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

Reporting to: **The Executive Director**

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

- a) Outreach to target population groups as identified by OWSEP
- b) Identify and connect to new or existing Volunteer Driving groups
- c) Work collaboratively with the Senior Resource Finders, community agencies and other businesses that provide Volunteer driving programs to achieve mission of OWSEP
- d) Carry out other community collaboration tasks as required by the OWSEP Steering committee
- e) Work collaboratively with private businesses, not for profits and other transportation entities to build awareness for the transportation needs of Older Adults in Winnipeg

- f) Support the work of the Executive Director in stream lining urban transportation services with the use of 211 or another service as established
- g) Facilitate community presentations as requested on topics related to urban transportation or as directed by the Executive Director
- h) Attend and participate in meetings & events as directed by the Executive Director
- i) Other tasks as established by the Board of Directors & the Executive Director

2. Research & Development

- a) Research and develop effective ways to track and monitor Volunteer driving programs in Winnipeg
- b) Conduct needs assessment surveys as required by OWSEP & TONS
- c) Research best practice models from across Canada for Volunteer driving programs which will support the creation of a centralized volunteer driver hub
- d) Develop tools for corporate and community volunteer recruitment
- e) 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
- f) Maintain a strong working knowledge of significant developments and trends in the urban transportation sector
- g) Other tasks as established by the Board of Directors & the Executive Director

3. Social Media, Technology & Creative Development:

- a) 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
- b) Research and develop an appropriate tool or platform for the Volunteer Driving hub for OWSEP
- c) Facilitate the development of video training modules for Volunteers on safety, accessibility and customer service for OWSEP
- d) Support the Executive Director in hosting online lunch n' learn style speaker series and other educational opportunities
- e) 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
- f) Other tasks as established by the Board of Directors & the Executive Director

4. Administration/Committee Support Work:

- a) Work collaboratively with all OWSEP partners including but not limited to A&O, AAIM, MASC and U of M
- b) Attend and participate in all OWSEP steering committee meetings and any additional meetings as set by the OWSEP committee
- c) 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

- d) With support from the Executive Director, ensure all reports, records and stats are completed as required by the OWSEP contracts
- e) Monitor all budgets and track expenses for OWSEP
- f) Ensure submission of month end financial expense forms are submitted to the Executive Director, Treasurer and Bookkeeper
- g) Provide Executive Director with required reports to present at the TONS Board meetings
- h) 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

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