

Eastgate Regional Council of Governments (Eastgate) - Transportation Planning Associate

Position Description:

Eastgate, a Regional Council of Governments and Metropolitan Planning Organization, is seeking a full time, early career professional to oversee transportation planning and engineering initiatives, project management, and assist in the delivery of transportation projects. The position leads the implementation of the agency's Transportation Improvement Program (TIP) by providing oversight and input on prioritized projects in coordination with member agencies. The employee will be supervised by the Director of Transportation and Infrastructure.

Responsibilities:

- Serve as project manager for federally funded projects that the agency is responsible for delivering under the TIP, in coordination with other partner agencies.
- Assist in planning, programming, and delivering various infrastructure projects.
- Working in a team environment with staff members from various disciplines and communities. Coordinating with elected officials, policymakers, administrative staff, and other authorities.

Qualifications:

- Bachelor's degree is required.
- Ability to work on project teams, with the role varying by project.
- Strong writing capabilities, both technical and general language for the public.
- Proficiency in standard office computer applications and software including MS Word, Excel, and PowerPoint are required.
- Skills at time management to meet the needs of a variety of projects and deadlines.
- Knowledge of MPO and ODOT planning processes a plus.

Compensation: \$50,025 to \$63,286/year depending on experience

Benefits:

- Health, dental, vision, and life insurance.
- OPERS retirement plans with employer match; optional, pretax, deferred compensation program.
- Paid vacation, sick, and personal leave.
- 12 holidays.
- Hybrid work schedule; flexible start/end times.

About Eastgate:

Eastgate strives for a collaborative region of equitable opportunity with a robust economy, healthy environment, and the social capacity to support the creativity, diversity, and resilience of its people, places, and communities. Eastgate, celebrating 50 years in 2023, acts as a planning partner with its member communities to advance all modes of transportation and infrastructure projects toward completion.

Applying:

Interested candidates should send resume, and cover letter to:

James G. Kinnick, P.E. Executive Director, Eastgate Regional Council of Governments
100 East Federal Street, Suite 1000, Youngstown, Ohio 44503
ATTENTION: Lisa Pompeo, Office Administrator

Or by email to: apply@eastgatecog.org

Position open until filled

The Eastgate Regional Council of Governments is an Equal Opportunity Employer

