

# WEST BALTIMORE MARC STATION PARKING EXPANSION & ENHANCEMENTS



## Project Employment Opportunity

### TEMPORARY CONTRACTUAL POSITION: CONSTRUCTION COMMUNITY LIAISON

**HOURS:** Part-time position will average 20 hours (minimum) and 30 hours (maximum) per week

**RATE:** \$15.00 to 20.00 per hour, depending on work experience

**CLOSING DATE:** Friday, August 30, 2013, or until position is filled

#### DESCRIPTION

The Construction Community Liaison will document and report resident issues/concerns to the MTA Construction Division; will attend the project progress meetings and provide construction updates to community stakeholders at area community meetings, events, and workshops. This position is not a supervisory, and will follow the scopes and initiatives set by the MTA Community Development Coordinator.

#### MINIMUM QUALIFICATIONS

**Education:** Graduation from a standard high school or possession of a high school equivalency certificate.

**Experience:** Two (2) years of experience in administrative, customer service, public information, customer relations, or community relations work.

**Note:** Applicants may substitute work experience with preferred education qualification for a rate of one year of experience for one year of post high school education

**Special Requirements:** Ability to work non-traditional hours. This includes weekend and evening hours.

#### PREFERRED QUALIFICATIONS

**Education:** Enrollment, attendance or graduation from an accredited community college, college, or university with an Associate's or Bachelor's degree in an applicable field.\*

\* *Applicable fields: Communications, Public Administration, Public Relations, Planning, Engineering, Education, Urban Affairs, Urban Design, Sociology, Political Science, Public Policy, Social Work, Regional Science, Natural Resources Administration, Environmental Science, or Transportation Studies.*

#### Skills:

- Familiarity with public transportation and/or construction work

- Ability to work alone or as a part of a team
- Ability to understand and communicate technical aspects of engineering and construction
- Working knowledge of the West Baltimore MARC neighborhoods, institutions, and organizations
- Demonstrated ability to work in diverse communities and employment settings
- Strong verbal and written communication skills
- Familiarity with database and presentation software, web-based applications, and social media
- Passion for public transit and transportation related issues, such as transit-oriented development, bike/pedestrian, environmental, sustainability, and urban design
- Community organizing experience
- Must have reliable transportation for working in the field



#### TO APPLY

Email your cover letter and resume (saved as PDF documents) to [sfrancisco@mta.maryland.gov](mailto:sfrancisco@mta.maryland.gov) OR mail your cover letter and resume to:

Stacye Francisco, Community Development Coordinator  
Office of Governmental Affairs  
Maryland Transit Administration  
6 Saint Paul Street, 9th Floor  
Baltimore, MD 21202

If you have any questions or issues, contact Stacye Francisco at (410) 767-0667.

**This position is with a transportation consultant under contract to the Maryland Transit Administration. This is not a State of Maryland position, and will terminate upon completion of the project.**

**The transportation consultant firms are equal opportunity employers. They do not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.**