



Research Assistant

Full-time Position Located in Washington, DC

This is a full-time entry level position. It is an exciting opportunity to learn about issues related to transportation planning, policy, and programming.

ABOUT THE ASSOCIATION OF METROPOLITAN PLANNING ORGANIZATIONS (AMPO)

AMPO is the transportation advocate for metropolitan regions and is committed to enhancing MPOs' abilities to improve metropolitan transportation systems.

AMPO is a nonprofit, membership organization established in 1994 to serve the needs and interests of "metropolitan planning organizations (MPOs)" nationwide. Federal highway and transit statutes require, as a condition for spending federal highway or transit funds in urbanized areas, the designation of MPOs, which have responsibility for planning, programming and coordination of federal highway and transit investments. AMPO offers its member MPOs technical assistance and training, conferences and workshops, frequent print and electronic communications, research, a forum for transportation policy development and coalition building, and a variety of other services. The nine-member AMPO Board of Directors is directly elected by the membership, including the President and Vice President. Local elected officials who are active members of their respective MPOs play a vital leadership role in the affairs of AMPO. Full-membership in AMPO is open to all MPOs and associate memberships are available to all interested parties.

Metropolitan areas are the nation's economic engines. Most of America's population live and work in these regions, which drive the nation's economy and compete head-to-head with regional economies in other countries. Because the pricing of our goods and services in the international marketplace largely determines our ability to compete successfully, we must be able to transport these goods and services efficiently. The quality of metropolitan transportation infrastructure — highways, bridges, airports, transit systems, rail, and ports — is, therefore, a primary factor in American economic competitiveness. It is for this reason that the members of AMPO are particularly interested in current legislation and concepts under consideration by Congress, the Administration and key lawmakers.

RESPONSIBILITIES AND DUTIES

AMPO has an exciting opportunity to join an excellent staff as a Research Assistant. This is a full-time entry level position and is located in Washington, DC. The Research Assistant will report to the Manager of Technical Programs and provide program and administrative support to staff.

Programs

- Research and analysis of transportation policy, regulations, and implementation;
- Assist with the preparation and drafting of documentation for the AMPO Work Groups and grant related activities;
- Attend meetings, conferences, and various events on behalf the organization;
- Assist with membership recruitment and support;
- Assist in the coordination and development of the AMPO Annual Conference, the AMPO Planning Tools and Training Symposium, and the AMPO Work Groups;
- Identify and contribute to the development of new activities and objectives for the organization.

Communications

- Assist with the administration and content management of the AMPO website;
- Coordinate with AMPO staff on drafting, formatting, and sending email announcements to membership and stakeholders;
- Assist with the management of AMPO's membership database and contact lists;
- Assist with the coordination of membership recruitment and services.

Organization Management and Support

- Provide staff support as needed for meetings and events including travel arrangements;
- Assist with the coordination of meetings, to include, scheduling, preparing meeting materials, and recording meeting notes;
- Assist with additional administrative aspects of the office.

Desired Skills & Qualifications

- A Bachelor's degree in a relevant discipline (public policy, transportation planning, urban planning, communications, etc.) is required;
- 1-2 years of experience in a relevant discipline (public policy, transportation planning, urban planning, communications, etc.) is desirable;
- Computer proficiency required in Microsoft Office Suite, internet research, and Constant Contact;
- Self-starter who is organized and efficient, demonstrates attention to detail, can manage competing priorities, and grow in the position;
- Knowledge, understanding, and/or interest in transportation planning preferred;
- Experience with trade associations/membership organizations preferred.

Salary based upon the candidate's experience and qualifications in line with the organization's budget.

APPLICATION DEADLINE:

Applications will be accepted until 5 PM Eastern on Friday, December 23rd, 2016.

To Apply

Please send resume and cover letter via email to:

Bill Keyrouze
Manager of Technical Programs
Association of Metropolitan Planning Organizations

bkeyrouze@ampo.org