

Job Description – Transportation Associate

Position Summary:

The purpose of the position is to support the Exodus Employment Team in their mission to connect clients to employment by assisting clients with employment-related transportation needs.

Responsibilities:

1. Develop partnerships with community organizations that provide transportation services, such as Commuter Connect, and maintain updated information regarding companies with available transportation assistance.
2. Cultivate relationships with community leaders who can assist in providing carpool or carpool connections to clients.
3. Maintain list of clients qualified and willing to provide carpool.
4. Maintain a database of transportation options for clients.
5. Bus train clients to job sites, coordinating with other training staff as needed.
6. Support Employment Specialists by helping them to make a transportation plan for their clients' employment.
7. Administer the Driving Hours program, including enrolling clients, connecting them to external partners to obtain driving practice, and troubleshooting as needed.
8. As time allows, support the employment team with administrative tasks, including assisting at job club, requesting and delivering rent checks, and securing interpreters for group events.
9. Assist with entering and managing data in Salesforce as required by supervisor.
10. Document all services provided in client case notes.
11. Participate in the emergency phone and airport rotation.
12. Attend weekly staff and employment meetings.
13. Perform other duties as may be required by the supervisor.
14. Reports to the Manager of Employment Programs.

Position Criteria:

- Must have a bachelor's degree or equivalent experience, preferably in Human Services.
- Preferably have a minimum of two years of experience in a related field.
- Must be comfortable and able to effectively communicate with clients of diverse cultural and language backgrounds.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to serving refugees and other immigrants of humanitarian concern.
- Must have a vehicle, valid license, and auto insurance at (100,000/300,000/100,000 coverage), or otherwise have access to safe, timely, and reliable transportation.
- Must be able to function as part of a team.
- Must have PC proficiency, with competency in Microsoft Office applications.