

Michigan Transit Training Coordinator

The Michigan Public Transit Association (MPTA) is accepting applications for the part-time position of Training Program Coordinator for the remainder of fiscal year 2025 (October 1, 2024-September 30, 2025). The contract may be eligible for a one-year extension through fiscal year 2026 and a second one-year extension through fiscal year 2027.

This position is funded by a federal grant to the Michigan Department of Transportation (MDOT) and administered through the MPTA. The position requires the ability to travel and to attend regular meetings, usually held at the MPTA's offices in East Lansing or virtually Zoom or Microsoft Teams, but also occasionally in other Michigan cities.

Specifically, this individual will coordinate public transportation training programs in various locations in the state of Michigan throughout the year. There is one national conference, usually in late May or early June, that the coordinator may be required to attend, as well as several Michigan conferences and trainings. The individual selected will function strictly as an independent contractor (1099 position) with a starting compensation of \$25,000/year, paid in equal monthly payments. While there are no fringe benefits included, there is an opportunity for additional compensation in future years.

Responsibilities:

- Coordinate training sessions, workshops, and seminars both in-person and virtually
- Identify the training needs of transit agencies, compile data to report to the training committee, and collaborate with training committee to identify training needs
- Establish a catalog of trainings/courses using multiple sources as a resource when working with training committee
- Maintain training records and stay within budget, including within eligible reimbursable expenses
- Evaluate training effectiveness and make necessary adjustments
- Stay updated on industry trends and best practices in training and development

Qualifications:

- Bachelor's degree in a relevant field (e.g., Human Resources, Education, Organizational Development) or equivalent experience (including in training and/or supervisory capacities)
- Working knowledge of Michigan's public transportation systems and transportation resources throughout Michigan and beyond
- Ability to function collaboratively with the MDOT, MPTA and the Michigan Association of Transportation Systems (MASTrans), and vendors as part of a training committee
- Knowledge of meeting planning, including experience working with conference facility planners
- Demonstrated commitment to the goals of the projects and organizations
- Proven experience as a training coordinator or similar role.
- Strong skills in organization, verbal and written communications with diverse audiences, and technology applications such as Microsoft Office (PowerPoint, Excel, Forms, Word), Teams, and Zoom
- Ability to work independently, collaboratively, and maintain confidentiality

Coordination of the individual's duties is through the Michigan Public Transit Association, 1401 East Lansing Drive, Ste. 108, East Lansing, MI 48823. *Please note our understanding that this position is not compatible with State of Michigan requirements to be able to simultaneously maintain any retiree benefits – interested candidates are responsible to verify their own situations.*

Candidates should send both a **letter of interest** and a **resume** via email to John Dulmes at John@MPTAonline.org by no later than 5 pm on Wednesday, October 30, 2024. Additional questions may also be received via email at the same address – phone inquiries will not be accepted.