

The Michigan Public Transit Association is accepting applications for the position of a part time Training Program Coordinator for fiscal years 2019-20 and 2020-21. The contract may be eligible for extension to include a third year.

This position, funded by the Michigan Department of Transportation from a federal grant administered through the Michigan Public Transit Association (MPTA), is for a part-time independent contractor. The position requires the ability to travel and to attend monthly meetings, usually held in East Lansing at the offices of the MPTA, but also occasionally in other Michigan cities. Specifically, this individual will coordinate public transportation training programs in the state of Michigan, to be held at various locations, throughout the year. There is one national conference, usually in late May or early June, that the coordinator may attend, as well as several Michigan conferences and trainings.

The individual selected will function strictly as an independent contractor and shall be compensated at no less than \$24,000/year. There are no fringe benefits available with this position. The successful candidate should have a working knowledge of Michigan's public transportation systems and must be able to function collaboratively with the MDOT, MPTA and the Michigan Association of Transportation Systems (MASSTrans). The individual also must exhibit strong organizational skills and a working knowledge of meeting planning, including experience working with conference facility planners. Coordination of the individual's duties is through the Michigan Public Transit Association, 1401 E. Lansing Drive, Ste. 108, East Lansing, MI 48823. This position requires knowledge of basic Microsoft Office Suite products and the ability to coordinate and work through use of both audio and video conferencing platforms. The successful bidder may use their own computer and phone equipment, if compatible with existing technology, or arrangements will be made to provide those devices. There is light lifting required.

Letters of interest, with pertinent experience, should be received no later than 5 p.m., September 6, 2019 at the MPTA offices in East Lansing. They may be hand-delivered, emailed or sent via US Post. The contract will be effective Oct. 1, 2019. Additional information can be requested and questions addressed, in writing, to Clark Harder, Executive Director, MPTA at mptaclark@comcast.net. No phone calls please.