

## Intelligent Transportation Society of America

**Position:** Technical Lead, Engagement and Outreach

**Corporate Location:** Washington D.C./Hybrid Schedule

**FLSA classification:** Full-time exempt

**Reports to:** Senior Vice President, Technical Programs and Strategic Partnerships

**Salary range:** \$100,000 – \$115,000

### Who We Are:

For more than 30 years, the Intelligent Transportation Society of America (ITS America) has been a leading nonprofit uniting government, industry, and academia to champion policies and investments that make our transportation systems safer, more innovative, and more efficient. We work with agencies and industry leaders to advance technology-driven solutions that improve how people and goods move—enhancing quality of life, supporting a thriving economy, and maintaining America’s global competitiveness.

### Position Summary

The Technical Lead, Engagement and Outreach will be a key part of the Technical Programs department and work closely with other members of the team to provide support to a variety of projects focused on advancing the deployment of transportation technologies. This role will primarily be responsible for conducting industry outreach and planning, coordinating, and delivering a variety of stakeholder engagement events in support of public agencies on topics such as Connected Transportation/Vehicle-to-Everything (V2X), Automated Vehicles, Artificial Intelligence, Digital Infrastructure, and Innovative Mobility.

The Technical Lead, Engagement and Outreach will also provide project management support where needed, conduct research, convene and facilitate discussions with industry experts, provide capacity building and training support, assist with knowledge transfer efforts, identify and highlight emerging transportation trends (and associated resources, needs, and future-facing considerations), and draft reports/publications in support of federal agencies, partner organizations, and other clients.

### Primary Responsibilities

#### 1. (80%) Project Support

- Provide programmatic, logistical, and technical support to a variety of stakeholder engagement meetings and events
- Conduct stakeholder engagement and outreach to industry stakeholders and experts to advance and promote priority programs or topics within ITS
- Convene industry professionals and practitioners to discuss best practices, share lessons learned, and develop national frameworks/roadmaps for advancing technology
- Plan and coordinate virtual and in-person Peer Exchanges on topics identified in coordination with federal partners
- Provide project management support and oversight on specific projects in coordination with the Senior Vice President for Technical Programs and Strategic Partnerships
- Develop educational materials and support the delivery of training to practitioners on technologies or topics of interest

- Facilitate knowledge transfer amongst industry professionals and practitioners at the local, state, and federal levels
- Develop summary and synthesis reports of current industry processes, near future or other industry technology applicability to state and local governments and industry transportation operations' needs
- Conduct analysis of market trends and/or market adoption of technologies that improve safety and efficiency of the transportation system
- Develop surveys to collect knowledge and input from ITS America members and other stakeholders connected to intelligent transportation technologies
- Conduct literature reviews of current industry and technical reports to identify the strengths and weaknesses of existing and future technologies
- Present various technical reports to internal and external project members including at the Federal agency level
- Develop clear and concise materials, including publications and technical reports on emerging ITS trends and technologies
- Research and synthesize institutional and technical topics as it relates to state, regional, and local department of transportation processes
- Stay up to date with the latest trends and developments in the industry.
- Coordinate across departments to share materials and knowledge, in support of the organization's mission and activities.

## **2. (10%) Internal/External Coordination**

- Support partner organizations by providing expertise to guide and contribute to the advancement of shared priorities
- Coordinate across departments to share materials and knowledge, in support of the organization's mission and activities
- Participate in weekly Technical Programs team strategy meetings

## **3. (5%) Membership Support**

Support membership department by seeking out all opportunities to engage current members and attract potential new members. For example:

- Participate in member/potential member meetings as requested
- Serve as a technical resource to members where applicable
- Engage members or potential members through projects when possible
- Provide input into content of member outreach activities as requested

## **4. (5%) Coaching, Growth, and Development**

- Work with supervisor, mentor, and sponsor regularly to ensure individual's career goals are developed, receive feedback on performance, and participate in training and development opportunities
- Plan time for innovation, reading, brainstorming, and creative problem solving to support the organization and the position needs

## **5. Other Duties as Assigned**

## **Position Requirements**

- Bachelor's degree required
- 5+ years of professional experience within the transportation sector
- High degree of proficiency in technical writing, research, and project development
- Ability to communicate effectively, both verbally and written, with a variety of audiences at differing levels of knowledge.
- Ability to effectively engage with the public, members, and clients through e-mail, videoconferencing, and face-to-face meetings
- Demonstrated ability to manage multiple projects of various sizes

## **Preferred Qualifications**

- Interest and experience with ITS technologies or concepts such as connected and automated vehicles, emerging technologies, innovative mobility, artificial intelligence, and digital infrastructure
- Knowledge and understanding of ITS
- Experience conducting stakeholder engagement and outreach activities
- Experience with meeting facilitation and public speaking
- Strong technical report writing skills
- Technical knowledge of transportation and/or ITS
- An understanding of technology devices and ITS equipment
- Proven skills in customer service
- Proven project management skills

## **Abilities**

- Excellent organizational skills and ability to multi-task
- Effective communicator (both verbal and written)
- Must be a self-starter, with a proven ability to work independently, and manage time and deadlines
- Flexibility to work on both technical and administrative/logistical support for projects
- Ability to work with all levels of expertise, from entry-level professionals to corporate executives
- Proficient in Microsoft Office Suite products and applications
- Ability to learn and adapt on the job with a passion for learning
- Team player and collaborator

## **Travel Requirements**

- Overnight, non-local travel up to 10-15% of the time.

## **Physical Demands**

- Tasks involve some physical effort, including light to moderate standing and walking, frequent light lifting (up to 15lb.), and minimal dexterity in the use of fingers, limbs, or body in the operation of routine office equipment. Tasks may involve extended periods of time at a computer to perform most of the work.

- Extended period of sitting at a workstation or desk. Manual dexterity to work efficiently on computer keyboard for data entry and use other electronics and equipment routinely found in a professional office setting.
- Task requires:
  - Sound perception and discrimination
  - Visual perception and discrimination
  - Oral communications ability

## **Work Environment**

ITS America has a hybrid work schedule. All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. This position is performed in a typical office environment where the noise level is usually quiet to moderate. Work may occasionally be performed in public settings or venues such as conferences or workshops where moderate to loud noise from multiple ongoing conversations and presentations may be simultaneously occurring. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. Safe use of equipment, as well as safe practices while on ITS America or Customer property is essential.

## **Disability Specification**

ITS America will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and its amendments as well as other applicable local and state employment and disability laws. ITS America is an Equal Opportunity Employer (EOE).

## **Other Benefits**

- Full medical, vision, dental benefits
- 401k matching
- Paid holidays and time off
- Cell phone and transportation stipends
- On-site gym
- Flex schedules
- Monthly and quarterly team building events including happy hours and outings
- Semi-annual staff retreats
- Opportunities for career development and advancement
- Regular coaching and mentoring

ITS America is proud to be an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. All qualified applicants will receive consideration for employment.