Intelligent Transportation Society of America

Position: Coordinator, Policy Programs and Engagement
Corporate Location: Washington D.C./Hybrid Schedule
FLSA classification: Full-time exempt
Reports to: Director, Policy Programs and Engagement
Salary range: $70,000 - $80,000

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.

ITS America offers full benefits, a flexible hybrid work environment, and varied opportunities for coaching, mentoring, and development. We are a dynamic, innovative working environment focused on trust, accountability, and building a true sense of team.

Position Summary

The Coordinator, Policy Programs and Engagement is the operational engine behind ITS America's member-led committee structure. ITS America organizes its work through four types of member-led groups: Standing Advisory Committees (Automated Vehicles, V2X and Connected Transportation, Multimodal Technology Integration, Artificial Intelligence, and Digital Infrastructure), Working Groups, short-term Task Forces, and Communities of Practice. Together, these groups bring public agencies, industry, and academia to the table to shape policy, develop practical guidance, and produce deliverables that advance intelligent transportation.

This role keeps that work on track. The Coordinator manages the calendar, logistics, materials, and follow-through for committee and working group activity, facilitates meetings, and serves as a primary point of contact for hundreds of volunteer members and committee co-leaders. The Coordinator works closely with the Director, Policy Programs and Engagement and the Policy Team, and partners with the Communications, Events, Technical Programs, and Membership teams so that members have a positive, well-supported experience.

We are looking for an organized, detail-oriented relationship builder who is curious about transportation technology and policy, spots problems early, and develops practical solutions. This is an integral role on the Public Policy Team, with the chance to build a network among transportation and technology leaders and to work alongside passionate, mission-driven colleagues.

What Success Looks Like

- Committee and working group meetings run on time, with agendas and materials delivered in advance and summaries and action items distributed promptly afterward.
- Co-leaders, chairs, and members are well supported, informed, and clear on next steps, deadlines, and deliverables.
- Rosters, distribution lists, Teams sites, and file repositories are accurate, current, and easy to navigate.
- Gaps in participation, stalled deliverables, and process bottlenecks are identified early and addressed with practical solutions.
- Committee activity is visible and connected to the work of the broader Policy Team and other ITS America departments.

Primary Responsibilities

1. **(45%) Committee Operations, Administration, and Planning**

- Provide day-to-day administration for Standing Advisory Committees, Working Groups, Task Forces, and Communities of Practice.
- Manage the committee calendar and schedule meetings, including in-person gatherings and virtual sessions, in coordination with committee co-leaders, chairs, and the Events Team.
- Contribute to development of annual work plans, objectives, timelines, and schedules for deliverables, and keep each work plan on track.
- Develop and distribute runs of show, agendas, presentations, meeting minutes, and supporting materials in advance of meetings, with timely, concise post-meeting summaries and action item follow-up.
- Maintain accurate rosters, voting member records, and distribution lists across Outlook, Teams, Salesforce, and MyITSA, including onboarding new participants and managing membership changes.
- Support the voting member process, including the annual call for interest, balanced public/private representation, and tracking attendance and participation.
- Organize and maintain internal and external file-sharing platforms so committee materials, communications, and data are clearly structured, accessible, and consistent across groups.
- Help shape committee strategy, including focus areas and the timing, scope, and format of deliverables, working with ITS America leadership, the Policy Team, and co-leaders to align committee work with policy and advocacy priorities and member needs.
- Play a leading role in ITS America's Annual Committee Feedback Survey, from design and member outreach through results analysis, and contribute to team discussions on translating member feedback into structural and procedural improvements to ITS America's committees each year.

- Support annual co-leader succession for each committee group by helping identify public- and private-sector candidates for staggered two-year terms, assisting with invitations, and onboarding new co-leaders so they understand their roles and expectations.

2. **(20%) Meeting Facilitation and Member Engagement**

- Facilitate in-person and virtual committee and working group meetings, keeping discussions on schedule, on topic, and productive, and ensuring action items and owners are clearly captured.
- Serve as a key customer service lead for committee members, responding quickly to questions and ensuring members have timely information about committee work.
- Build and maintain strong relationships with members and co-leaders through regular outreach, and welcome new participants.
- Identify gaps in participation, such as sectors, geographies, or expertise that are underrepresented, and recommend ways to broaden engagement.
- Gather feedback from members and co-leaders on what is working and what is not, and recommend adjustments to meeting formats and processes.

3. **(15%) Problem Solving and Process Improvement**

- Anticipate and resolve scheduling conflicts, logistical issues, and communication breakdowns before they affect committee work.
- Track deliverables, milestones, and deadlines across all committees and groups, flag risks early, and propose solutions to the Director and co-leaders.
- Develop and refine templates, checklists, and standard processes that make committee operations more consistent, efficient, and scalable.
- Maintain an organized view of committee priorities and activity so the Policy Team can quickly see status, dependencies, and upcoming milestones.

4. **(10%) Communications and Cross-Team Collaboration**

- Meet regularly with Policy Team staff to ensure committee work supports ITS America's programmatic and strategic priorities and member needs.
- Manage iterative review of committee deliverables, gathering staff and volunteer feedback across drafts so final products reflect consensus, ITS America's policy and advocacy priorities, and member views.
- Coordinate with the Communications Team on the release of committee deliverables, and maintain and execute an annual committee communications plan.
- Coordinate with the Programs, Events, and Membership teams to align committee activity with contractual work, events, and member recruitment and retention.
- Assist in drafting one-pagers, memos, fact sheets, committee summaries, and weekly committee rundown, and prepare content for the organization's annual report.
- Post relevant articles, news, webinars, and events on Teams/Salesforce sites for members, and track and memorialize internal and external meetings as needed.

5. **(10%) Policy Team Support and Professional Development**

- Participate in weekly Policy Team strategy meetings and support weekly member calls to keep members informed and engaged.
- Research and track emerging policy and technology trends related to committee priorities to support the Policy and advocacy teams.
- Support planning, execution, and follow-up for meetings, webinars, conferences, forums, and other events, and represent ITS America at select industry events.
- Assist with ITS America's contractual work, including tracking deliverables and supporting documentation.
- Meet regularly with your manager, mentor, and sponsor to develop career goals, receive feedback, and take advantage of training and development opportunities.

6. **Other duties as assigned**

Position Requirements

- Bachelor's degree or equivalent experience.
- 2–3 years of professional experience in committee or program administration, project coordination, stakeholder or member engagement, policy, communications, or related work.
- Exceptional organizational skills and attention to detail, with a proven ability to manage multiple calendars, deadlines, and deliverables at once.
- Strong meeting facilitation skills, with the ability to keep diverse groups of volunteers focused, on schedule, and moving toward outcomes.
- Excellent interpersonal skills and a track record of building trusted relationships with members, volunteer leaders, and colleagues across public, private, and academic sectors.
- A proactive, problem-solving mindset: you notice what is not working, raise it, and develop practical solutions.
- Excellent written and verbal communication skills, including experience writing fact sheets, memos, and one-page documents for external audiences in plain language (a writing sample may be requested).
- Proficiency with Microsoft 365 (Outlook, Teams, SharePoint, Word, Excel, PowerPoint).
- Genuine interest in transportation, transportation technology, and public policy.

Preferred Qualifications

- Experience administering committees, councils, working groups, or other volunteer or member-driven bodies.
- Experience in a membership association, nonprofit, or government setting.
- Familiarity with transportation, intelligent transportation systems, connected and automated vehicles, digital infrastructure, AI, or future mobility topics.
- Experience supporting in-person and virtual meetings, webinars, or events.

Travel Requirements

- Up to 5% Travel Possible - Opportunities for travel to national conferences and in-person forums.

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.

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.