

Kirk Division Modernization Project

Project Employment Opportunity

TEMPORARY CONTRACTUAL POSITION: CONSTRUCTION COMMUNITY LIAISON

RATE:

\$15.00 to \$20.00 per hour, depending on experience. 40 hours per month, July to December 2013.

CLOSING DATE:

Friday, May 24, 2013.

DESCRIPTION

The Construction Community Liaison will document and report resident issues/concerns to the MTA Office of Community Relations; will attend the project progress meetings and provide construction updates to community stakeholders at area community meetings, events and workshops. This position is not supervisory, and will follow the scopes and initiatives set by the MTA Construction Manager and Community Outreach Coordinator.

MINIMUM QUALIFICATIONS

Education: Graduation from a standard high school or possession of a high school equivalency certificate.

Experience: Two (2) years of experience in administrative, customer service, public information, customer relations or community relations work.

Note: Applicants may substitute work experience with preferred education qualification for a rate of one year of experience for one year of post high school education.

Special Requirements: Ability to work non-traditional hours.

PREFERRED QUALIFICATIONS

Education: Enrollment, attendance or graduation from an accredited community college, college or university with an Associate's or Bachelor's degree in an applicable field.*

*Applicable fields: Communications, Public Administration, Public Relations, Planning, Engineering, Education, Urban Affairs, Urban Design, Sociology, Political Science, Public Policy, Social Work, Regional Science, Natural Resources Administration, Environmental Science or Transportation Studies.



Skills:

- Familiarity with public transportation and/or construction work
- Ability to work alone or as a part of a team
- Ability to understand and communicate technical aspects of engineering and construction
- Working knowledge of the Halethorpe MARC neighborhoods, institutions and organizations
- Demonstrated ability to work in diverse communities and employment settings
- Strong verbal and written communication skills
- Familiarity with database and presentation software, web-based applications and social media
- Passion for public transit and transportation related issues, such as transit-oriented development, bike/pedestrian, environmental, sustainability and urban design
- Community organizing experience
- Must have reliable transportation for working in the field

TO APPLY

Email your cover letter and resume (saved as PDF documents) to overa@remline.com OR mail your cover letter and resume to:

Sandy Overa
Remline Corp
PO Box 69
Elkton, MD 21922

If you have any questions or issues, contact Sandy Overa at (410) 464-7146.

This position is with a transportation consultant under contract to the Maryland Transit Administration. This is not a State of Maryland position, and will terminate upon completion of the project.

The transportation consultant firms are equal opportunity employers. They do not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

To learn more about the Kirk Division Modernization Project go to <http://mta.maryland.gov/transit-projects>, scroll to the **Other Projects** section (bottom of the page) and click on the links under **Local Bus: Kirk Division Modernization Project**.