



Outreach Coordinator

Department: Administrative Offices

Exempt: no

Reports To: Director of Administration

Date: 1/11/2023

Position Summary

The Greater Attleboro-Taunton Regional Transit Authority is seeking a motivated individual with passion for community outreach and customer engagement.

Primary Responsibilities:

Community Outreach

1. Conduct community outreach presentations to schools, senior centers, retirement homes and other various community agencies
2. Outreach to the general public for training including large employers and open house/freshman orientation at local colleges.
3. Network with social service agencies to introduce a train-the trainer program
4. Assist with conducting workshops, presentations and explaining the use of public transportation to agencies, council on aging, etc. Providing general customer service to riders including routes, schedules, and paratransit information.
5. Educate the COA's and other social service agencies on the ADA process as well as the clients themselves.
6. Coordination of all language Assistance Services and materials
7. disseminating all informational documents and marketing materials
8. Update website and social media accounts
9. Manage external communication systems with customers, including schedule information, website content

Other Responsibilities:

Performs related administrative duties as may be requested by the Administrative Offices

Position Requirements:

Must possess basic PC skills such as Microsoft Office Suite programs At least 1-2 years of outreach experience is preferred. Excellent telephone etiquette.

Physical Demands/Conditions: General Office Environment

Equipment Used: GATRA owned computers and software, general office equipment

Please submit resume to: nfoley@gatra.org