Recruitment: Project Manager

The Position
The Project Manager will lead Explore Washington Park’s (EWP) data collection and analysis efforts, as well as oversee key project areas including our newly formed Diversity, Equity and Inclusion program and our Transportation Advisory Committee. The successful candidate will be effective at managing projects in a highly detailed manner with a proven track record of managing processes that lead to successful outcomes. This position reports directly to the Executive Director and has no direct reports.

Hours:
- Full-time, 40 hour/week
- Monday - Friday
- Some evening, weekend and holiday work may be required
- Work expected to be completed at the EWP office during normal office hours
- EWP’s office is located in the World Forestry Center Discovery Museum, directly across from the Washington Park MAX Station

Salary and Benefits:
- $55,000 - $60,000
- Exempt position
- Benefits include: annual TriMet pass, retirement matched at 3%, health care (premium 100% covered for employees), Employee Assistance Program, paid vacation (accrued, 80 hours/year), sick (accrued, 80 hours/year), and holiday time (9 days)

Start Date:
- Explore Washington Park seeks someone who can start by mid-May, or earlier.

Application Due Date:
- March 16th, 2020 5 p.m. PST

Washington Park
Washington Park is one of Portland’s oldest parks and, at 410 acres, is home to such cultural institutions as Hoyt Arboretum, Portland Japanese Garden, World Forestry Center, Portland Children’s Museum, Oregon Zoo and the International Rose Test Garden. In addition to the cultural institutions, the Park has the locally significant Holocaust Memorial and Vietnam Veterans of Oregon Memorial, as well as playgrounds, an archery range, tennis courts, a soccer field, group picnic sites, over 15 miles of trails connected to Forest Park, and a TriMet light rail MAX station. Over 3.5 million visitors enjoy the Park each year, making it one of Oregon’s top tourist destinations.

Explore Washington Park
EWP is a non-profit dedicated to providing transportation management and visitor services to people visiting Washington Park with the goal of improving park access and the overall experience. EWP operations are primarily funded through paid parking revenues. The Board of Directors includes director-level representation from the Oregon Zoo, Portland Parks & Recreation, Portland Children’s Museum, World Forestry Center, Hoyt Arboretum, Portland Japanese Garden, TriMet, Travel Portland, and the two adjoining neighborhood associations.

February 2020
EWP has a small staff of dedicated professionals who are results driven. Successful staff are process and results oriented, with the desire to build and expand their specific program areas. The staff work closely to support each other and are passionate about treasuring and improving Washington Park. The organization, and this position, works closely with all of the cultural institutions in the park to ensure park visitors have a positive and successful experience. For more information about the organization, visit: explorewashingtonpark.org

Breakdown of Duties:

Data Management and Analysis – Estimated percent of time: 45%
EWP started collecting park wide data in 2014. This includes data from intercept surveys, as well as parking, attendance, and traffic management data. Our data management efforts have outgrown the Excel worksheets we currently use. A key objective of this position is to transition from our initial data management tool to a more robust tool that can carry us into future efforts.

- Develop strategies for expanding the collection, management, and analysis of park wide transportation, demographic, user experience and attendance data
- Manage the collection of data for annual park wide intercept surveys in August and February
- Provide analysis of data on an as-needed basis for the Executive Director and board to inform decision making processes
- Create a system that allows for easy access, manipulation and cross tabulation of data to clearly define trend lines and inform park wide traffic management, DEI programs, and customer service programs
- Analyze daily ridership data from the Washington Park free shuttles to provide a recommendation on future level of service
- Serve as EWP’s liaison to the contracted shuttle provide regarding ridership data collection efforts and real-time tracking services

Diversity, Equity and Inclusion Project Management – Estimated percent of time: 20%
EWP has a newly created Diversity, Equity and Inclusion (DEI) program that is directed by a park wide DEI Committee and guided by a DEI Consultant. This committee consists of representation from each cultural institution.

- Oversee the DEI consultant contract
- Provide logistical support to the DEI committee
- With the help and guidance of the DEI consultant and the DEI Committee Lead (a staff member from the Portland Children’s Museum), develop agendas and work plans for the DEI Committee
- Project manage initiatives identified by the DEI Committee and consultant, for example, the translation of the Washington Park map into various languages
- Collect demographic and programmatic data from all park venues to track the program impacts and inform the DEI consultant’s work
- Manage Metro’s Regional Transportation Option three-year grant cycle ($150,000 over the course of three years) to improve access to Washington Park for underserved communities.
  - Attend quarterly Metro RTO meetings
  - Write quarterly Metro RTO reports and oversee grant invoicing
Transportation Advisory Committee – Estimated percent of time: 15%
EWP manages a Washington Park Transportation Advisory Committee (TAC) which advises the EWP Board on transportation related items, such as parking pricing. This committee consists of representation from each cultural institution.
  ▪ In coordination with Portland Parks & Recreation, set TAC meeting schedules and agendas
  ▪ Facilitate meetings and speakers
  ▪ Ensure park stakeholders are informed of transportation initiatives, solicit support, and acquire feedback on new transportation initiatives.

Other responsibilities – Estimated percent of time: 20%:
  ▪ Help the Executive Director with special projects. Some of these projects may include:
    ▪ The development of grant proposals
      ▪ EWP is currently seeking funds to develop a 100% electric intrapark shuttle fleet
      ▪ Creating a link between real-time parking data and variable message signs
      ▪ The purchase and installation of real-time transit readers at the free shuttle stops
      ▪ The development of the Washington Park Strategic Operations Plan
        ▪ EWP has hired a consultant to develop a park wide vision for Washington Park
        ▪ This process will take 6-8 months to complete, at which point specific plans will be developed to support this vision. These plans may include such topics as wayfinding, parking management, shuttle operations
        ▪ This position may be asked to help manage and support these subsequent plans
  ▪ Prepare written and oral reports as requested
  ▪ Other duties as assigned

MINIMUM QUALIFICATIONS/ TRANSFERABLE SKILLS:
  ▪ A bachelor’s degree preferably in a related field, plus three (3) years’ progressively responsible professional level experience
  ▪ Proven track record in managing processes that lead to successful outcomes
  ▪ Results oriented
  ▪ Self-starter who can work with minimal oversight
  ▪ Project management experience
  ▪ High level of proficiency in data management and analysis tools, using tools such as SPSS, Tableau, and/or other data management and visualization programs
  ▪ Excellent written and verbal communication skills
  ▪ Experience facilitating meetings, giving presentations, and engaging stakeholders
  ▪ Comfortable working in an open-office environment
  ▪ Ability to represent EWP in a professional manner to external and internal stakeholders
  ▪ A proven track record of working well with others, adapting to others’ work styles, and professional interactions with co-workers and vendors
  ▪ Experience working with diverse communities

HOW TO APPLY
To apply, please email a resume, cover letter, and 3-5 references to info@explorewashingtonpark.org with “Project Manager” in the subject line.

Please no phone calls or hand delivered applications. Submit application materials by March 16th, 2020 by 5 p.m. PST. All applications will be held in confidence.