JOB ANNOUNCEMENT AND POSITION DESCRIPTION

The Southern Oklahoma Development Association (SODA) located in Durant, OK seeks a highly motivated, self-starting professional to fill the position of Mobility Management-Mobility Navigator. The Mobility Navigator plans and coordinates transit services for people in the SODA ten-county service area. This is a full-time position and is available immediately, and applications will be reviewed as they are received until the position is filled.

JOB DESCRIPTION

The Oklahoma Mobility Management program connects potential riders with transportation options. The Mobility Navigator is responsible for the development of a system of outreach to low-income, socially isolated older and/or disabled adults to assist them in gaining access to needed transportation services. The position interacts with local and regional health and human service and transit agencies and the public sector to develop a coordinated network of transportation services.

DUTIES AND RESPONSIBILITIES

- Cultivate multi-agency partnerships to reduce costs through efficient and effective transportation coordination.
- Develop ways to remove transportation barriers to and from jobs and employment support services for individuals with disabilities in rural areas.
- Develop an informational and outreach program for current transportation services and mobility options through public speaking and media presentations, including the development of outreach materials and a marketing plan.
- Establish the provision of alternative services such as: volunteer drivers, vehicle sharing, service coordination, mobility training, transportation vouchers and other projects to meet the human service transportation needs at the lowest cost.
- Attend appropriate conferences, meetings, and trainings as required and appropriate to the position or as assigned by the ODOT Statewide Mobility Manager and participate in the Oklahoma Mobility Managers' Network with other Mobility Managers throughout the state.

QUALIFICATIONS

- High school diploma/GED plus a minimum of 3 years of relevant experience may be considered.
- Bachelor's degree in planning, public health, public administration, or another related field is preferred.
- A combination of education and experience demonstrating competency to perform the job may be substituted.
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and various social media platforms (Facebook, Twitter, Instagram, LinkedIn).
- Excellent verbal and written communication skills and demonstrated ability to work in a team structure with diverse groups of people.
- Ability to perform the essential job functions consistently, safely, and successfully according to ADA and other federal, state, and local standards.
- Ability to maintain regular punctual attendance and able to lift up to 25 pounds.
- Must possess a valid driver's license and applicable vehicle insurance.

SALARY AND BENEFITS

The salary range for this position is $38,000 - $42,000 based on relevant experience and/or educational background. SODA offers competitive benefits including health, dental, and vision insurance, 403(B) retirement plan and paid time off (14 holidays and 2 weeks accrued annual leave). Work hours are Monday-Friday, 8:00 am - 5:00 pm. A flexible work schedule that could include remote work or work from home is available for this position.

SODA is an Equal Opportunity Employer and does not discriminate on basis of race, color, religion, sex, national origin, political affiliation, or other non-merit factor.

To apply, please mail or email a cover letter outlining qualifications and a resume to Brenda McCarty, Human Resources, P.O. Box 709, Durant, OK 74702-0709 or email bmccarty@soda-ok.org.