



Is accepting applications for the position of:

**PROGRAM COORDINATOR (PART-TIME)**  
*(Current Opening Assigned as Marketing Assistant Coordinator)*  
**18 Hours per week Salary Range: \$20.37 - \$24.75 per hour**

**THIS POSTING COULD CLOSE WITHOUT NOTICE WHEN A SUFFICIENT NUMBER OF APPLICATIONS ARE RECEIVED. IF YOU ARE INTERESTED IN THIS EMPLOYMENT OPPORTUNITY, YOU ARE ENCOURAGED TO APPLY IMMEDIATELY**

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The current opening will be assigned as the Marketing Assistant Coordinator for Authority programs, however, a certified list will be developed for future openings. The Program Coordinator position may be assigned as follows:

**Safe Routes to School Coordinator** provides support under the Safe Routes to School programs or  
**Transportation Services Coordinator** provides support to mobility, commute and rideshare programs  
or  
**Marketing Assistant Coordinator** provides administrative support to the STA marketing programs

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**SUMMARY OF RESPONSIBILITIES:**

The Program Coordinator is responsible for providing high-quality customer service to the general public via telephone, events, employers and other community outreach. The current opening of Program Coordinator shall be assigned as a Marketing Assistant for various agency wide marketing programs and to assist and provide information to other agencies and the general public within Solano County. The Program Coordinators are also responsible for various administrative and technical program support to the projects and programs of the Solano Transportation Authority (STA) via telephone, events, employers and other community outreach. Program Coordinators provide customer service using tact, discretion, and independent judgment, as well as knowledge of Authority activities.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Assigned as Marketing Assistant Coordinator)*

- Assists with publicity for STA events, marketing and public outreach programs including press releases, media kits, newsletters, annual reports, fact sheets, and legislative reports;
- Assists in writing and designing presentations and publications;
- Takes photographs and videos of events and projects; organizes and maintains digital photo archive;
- Coordinates and participates in meetings, public workshops, special events;
- Researches and maintains news media databases;
- Organizes and maintains various marketing, reference and follow-up files;
- Coordinates and assists in special projects with project consultants and other agencies depending on the needs of the STA;
- Posts and maintains website content, including social media;
- Researches, recommends and uses new technologies to maximize public use of STA website;
- Prepares reports, manages and updates files in Word, Excel, Access, and possibly other applications

- Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

The incumbent must be a motivated self-starter with excellent customer service and organizational skills, a flexible team player with a positive attitude, and ability to outreach and develop cooperative relationships with Authority partners including the general public, leaders, clients and staff members. Must be able to input data, track activities, prepare reports and manage files in Word and Excel with the ability to learn other applications.

**EDUCATION and/or EXPERIENCE:**

Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A professional way to obtain the required knowledge and abilities would be a high school diploma with a minimum of two years of experience in customer service, sales, outreach or marketing experience. Some college preferred. Bilingual in Spanish is a plus.

**KNOWLEDGE AND SKILLS:**

In addition to the experience and education described above, the position requires:

- Ability to work diplomatically with a wide range of individuals.
- A strong communicator (both oral and written) with ability to speak in front of group.
- Ability to present ideas clearly.
- Self-motivated and problem-solver, who can work independently with minimal supervision.
- Strong work ethic, goal-oriented, strong leadership skills
- Committed to providing excellent customer service.
- Interact cooperatively with existing staff and partners within Solano County.
- Develop and maintain program materials to assist the public on a daily basis.
- Ability to travel within Solano County.
- Must be able to staff events, set-up event displays and materials, and interact with the public to disseminate program information.
- Identify outreach marketing opportunities.
- Apply strong customer service skills in a professional manner to day-to-day interactions.
- Input and process database, track activities and prepare regular activity reports.
- Proficient in Microsoft Suite (Word, Excel) with the ability to learn other specialized computer software applications.

*Program Coordinator assigned as Marketing Assistant should also have the following:*

- Basic knowledge of graphic design and layout, social media platforms and website technology.

**PHYSICAL DEMANDS:** While performing this job, the employee is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity sufficient to operate computer keyboard for extended periods of time. This classification also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to travel to and function at scheduled external meetings and events as well as work variable hours on occasion (evenings and weekends). Able to lift 20 pounds, drive a van and handle event equipment.

**DRIVING REQUIREMENTS:** Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check and, following employment, annually thereafter.

**APPLICATION PROCESS:**

A completed Solano Transportation Authority (STA) Employment Application must be submitted to Human Resources at One Harbor Center, Suite 130, Suisun City, CA 94585. **THIS POSTING COULD CLOSE WITHOUT NOTICE WHEN A SUFFICIENT NUMBER OF APPLICATIONS ARE RECEIVED. IF YOU ARE INTERESTED IN THIS OPPORTUNITY, YOU ARE ENCOURAGED TO APPLY IMMEDIATELY.** Additional information regarding the application and job description can be found online at [www.sta.ca.gov](http://www.sta.ca.gov). Application packets may also be requested in-person at the above address. Resumes **will not** be accepted in lieu of a completed application packet. Applications can be submitted in one of several ways: 1) faxed to the HR Department at (707) 399-3229, or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun City, CA 94585 or 3) Emailed to [humanresources@sta.ca.gov](mailto:humanresources@sta.ca.gov) (this option is available through the 'submit' button at the bottom of the online application).

**SELECTION PROCESS AND TENTATIVE SCHEDULE:**

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the examination process. The examination process may consist of a written exam (pass/fail), a practical exam and/or an oral interview. The hiring of a successful candidate is contingent on passing a background check and the DMV "pull notice" check.

**OTHER IMPORTANT INFORMATION:**

This job announcement requires completion of a "SUPPLEMENTAL QUESTIONNAIRE" as a part of the application process. *It is important that your application show all the relevant education and experience you possess. Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete or not signed. In the event that the agency does not receive a sufficient number of qualified applicants, this position may be reopened.*

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 424-6075.



**SUPPLEMENTAL QUESTIONNAIRE**  
**PROGRAM COORDINATOR (Part-Time)**  
***(Assigned as Marketing Assistant Coordinator)***

***Instructions:*** Each applicant must submit responses to these supplemental questions as part of the application process. The supplemental questions may also be used to assist in determining the most qualified candidates. Clarity, conciseness, and completeness of responses will be reviewed when considering applicant for position. Please type or write responses legibly on a separate sheet of paper. Questionnaire must be attached to the application for consideration of job. Applications received without a completed questionnaire will be disqualified.

1. Please list the software programs you have experience using. These may include programs for graphics editing and layout, website and print production. Include your level of proficiency and the number of years experience using each program.
  
2. Describe your experience with website editing and managing social media pages. Include the platforms/programs used, your level of proficiency and the number of years experience with these tasks.