

JOB ANNOUNCEMENT

Program Analyst

Triangle J Council of Governments, Durham, NC
hiring range \$42,402 to \$46,642 - salary range \$42,402 to \$67,844

Do you love collecting data, benchmarking, and analyzing successful programs?

Triangle J Council of Governments (TJCOG) seeks an analyst to perform impact calculations for a variety of departmental programs and focusing on commuter behavior, transportation, and air quality impacts.

Description of Work

The successful candidate will work with local and regional partners to quantify the impacts of regional planning and land use collaborative efforts and strategies for reducing air pollution and petroleum use. The work will focus on survey development and analysis, cost-benefit studies, drafting annual reports and calculation of emission reductions. The analyst will serve as support for various TJCOG Planning Department programs, with an emphasis on the Triangle Transportation Demand Management Program and Triangle Clean Cities Coalition. Visit www.tjco.org/regional-planning, www.tjco.org/regplan/transdemand.shtml and www.trianglecleancities.org for more information.

The successful candidate must have a positive, customer-focused orientation, be able to deliver high-quality products in a timely manner, and be able to work in a team environment to support a wide range of projects, programs and partnerships.

Knowledge, Skills and Abilities

- Excellent quantitative analysis skills as well as the ability to work on multiple projects concurrently are required.
- Ability to analyze trends and present metrics to funders and stakeholders on key performance indicators.
- Ability to develop surveys, analyze results, and convey results in multiple formats.
- Knowledge of and interest in transportation policies and their air quality, energy and sustainability implications.
- Advanced knowledge of Microsoft Office and Adobe Acrobat.

Training and Experience

Required: Graduation from a four-year college or university with a major in public administration, business, planning, environmental studies or a related field, and 2 years of experience in quantitative analysis of sustainability strategies, or an equivalent combination of education and experience.

Preferred: Master's degree in public administration, business, planning, environmental studies or related field, direct experience in quantitative analysis of sustainability strategies and working knowledge of GIS.

How to Apply

1. Download TJCOG employment application at: <http://www.tjco.org/employment-opportunities.aspx>
2. Send completed application package (cover letter, completed application and resume) to:
Employment – Program Analyst
Triangle J Council of Governments
4307 Emperor Blvd, Suite 110
Durham, NC 27703
or by email to employment@tjco.org with the subject Program Analyst.

Incomplete application packages will not be considered. This position is open until filled with initial review of applications beginning on March 31, 2017.

All employment offers will be within the stated hiring range.

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.