



## **FULL TIME POSITION OPENING**

### **Pacific Northwest Economic Region (PNWER)**

#### **Transportation Program Manager - Rail and Freight Focus**

Please note: PNWER's hybrid workplace requires in-person office work in Seattle for at least two to three days per week. Candidates located outside the greater Puget Sound region are encouraged to review this requirement before applying.

#### **Brief Description:**

PNWER seeks qualified candidates for a Rail and Freight-focused Transportation Program Manager full time position starting on or around April 15, 2024. The Program Manager (PM) will work closely with the PNWER Regional Infrastructure Accelerator (RIA) team to develop and grow a comprehensive freight and passenger rail technical assistance network for the Pacific Northwest. The PM will coordinate a broad cross-section of stakeholders, and work with program partners in Washington, Oregon, Idaho, Montana, and Alaska.

The PM will be responsible for maintaining existing relationships and building new ones with a broad set of stakeholders that include state legislators, local policy makers, rural and urban communities across the Pacific Northwest, Tribal nations, infrastructure finance experts, and transportation and energy industry representatives. Transit-Oriented Development (TOD) for rural and urban communities will be a major focus of this rail work. Coordinating large numbers of diverse stakeholder groups will be a key component of this role. The PM will facilitate virtual and in-person meetings, conference calls, lead discussions on various topics, research and understand federal funding and financing programs including RRIF loans. The PM will assist in managing components of the U.S. DOT's Regional Infrastructure Accelerator grant awarded to PNWER.

Background in freight or rail is a bonus, but not required.

#### **Minimum Qualifications:**

- Bachelor degree or equivalent experience in policy, program management, or related fields required
- Minimum 2-5 years of professional experience
- Exceptional writing skills (ability to provide writing samples upon request)
- Excellent oral and written communications skills, confidence to work with legislators and high level business leaders
- Experience in grant writing and/or grant management

#### **Preferred Qualifications:**

- Strong facilitation and presentation skills
- Must be highly organized with a strong attention to detail

- Must be able to provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with regional partners
- Must be able to anticipate project needs and management, discern priorities, and meet deadlines
- Driven team player with a good sense of humor and positive outlook
- Be seen as neutral, non-partisan and apolitical (frequently required to facilitate discussions and work with all political parties and philosophies)
- Strategic thinker with the ability to both envision and implement projects in an effective manner.
- Ability to work independently and collaboratively, exert leadership, take initiative, and manage multiple projects.
- Willingness to periodically take on additional tasks and duties outside of normal program area
- Proven ability to multi-task and deliver consistent results in a fast-paced office
- Proficiency in G-Suite, MSOffice programs and database management
- Some travel required. Must possess or be eligible for a passport and be eligible to travel to Canada
- Experience in transportation, infrastructure, and/or infrastructure finance sectors is a plus

#### **About the PNWER Regional Infrastructure Accelerator (RIA):**

The Pacific NorthWest Economic Region (PNWER) is a statutory public-private non-profit that addresses a broad range of topics and issues that affect our cross-border economy, security, and environment. This truly unique non-profit is the only regional planning and facilitation organization set up in statute by five states, three provinces, and two territories to deal with trans-boundary policy and planning. PNWER works to increase the economic well-being and quality of life for all citizens of the region by coordinating provincial and state policies, identifying and promoting “models of success,” and serving as a conduit to exchange information. PNWER is based in Seattle, Washington, and is located on the waterfront in the World Trade Center.

The PNWER Regional Infrastructure Accelerator ([RIA](#)) is a program building on a U.S. Department of Transportation demonstration grant through the Build America Bureau. The PNWER RIA leverages Public-Private Partnership (P3) best practices from PNWER's Canadian jurisdictions including the Asia Pacific Gateway & Trade Corridor Initiative. The program helps identify state and federal funding, innovative financing opportunities, and Public-Private Partnerships (P3s) to accelerate the delivery of transportation projects with region-wide benefits that...

- Ease Supply Chain Disruptions
- Reduce Transportation-Related Pollution
- Increase Community Safety, Economic & Environmental Justice

#### *Convenes Partners*

The PNWER RIA convenes public and private stakeholders to explore corridor-wide solutions for infrastructure challenges, and to develop community and regional support necessary to advance priority projects for the benefit of local communities and the region. Convening and coordinating with public and private sector stakeholders can improve economic outcomes for the Pacific Northwest, reduce transportation-related CO2 emissions, and increase environmental justice for historically underserved communities.

#### *Assists in Understanding Opportunities*

The PNWER RIA helps communities understand the broad variety of funding and financing options available to get projects over the finish line. Although state and federal grants are an important tool for project completion, U.S. DOT innovative financing solutions including the TIFIA, RRIF, and PAB programs are currently under-utilized. The PNWER RIA works to increase the awareness and understanding of these federal financing resources, and to identify revenue sources necessary to use these programs.

**Program Areas:**

The PNWER RIA focuses its work on four program areas:

- Build NorthWest Center of Excellence
- Critical Connections
- Zero Emission Commercial Refueling
- High Performance Rail

This position will manage the High Performance Rail (HPR) portfolio of projects which include:

- Great Northern Corridor/Amtrak Empire Builder (WA, MT, ID)
- Rail/Port & Amtrak Cascades Corridor Service Development Recommendations (WA, OR)
- North Coast Hiawatha Restoration Strategy (MT/WA/ID)
- Pioneer Line Restoration (OR/ID to Salt Lake City, UT)

**About the Job:**

We are looking to support the growth of the PNWER RIA program by expanding our team with a skilled and driven transportation-focused program manager to lead the High Performance Rail program area. More information about the RIA is available here: [www.rianorthwest.org](http://www.rianorthwest.org)

Our ideal candidate is curious, driven, organized, a self-starter, and good at multitasking. You'll be working on a wide range of issues including rural train safety, passenger rail expansion in the Pacific Northwest, improved freight movement, decarbonizing the transportation sector, and more. Background interest in these areas is a bonus, but not required. You will work closely with several PNWER team members to conduct research, community outreach, data analysis, and organize virtual and in-person events.

Ideal candidates will be highly organized, keenly attentive to detail and accuracy, and independent thinkers capable of working with a small team.

**Responsibilities:**

- Serve as program area liaison to initial project partners Big Sky Passenger Rail Authority (MT), Valley Regional Transit (ID), local, state, and federal leaders, to businesses, labor, and community stakeholders
- Coordinate a High Performance Rail Working Group of key legislators, stakeholders, consultants and subrecipients
- Manage weekly communications between RIA team, rail consultants and project partners
- Facilitate quarterly meetings of larger Working Group to share information and progress on activities
- Manage Network calendar including events, meetings, deadlines
- Develop knowledge of Federal Railroad Administration (FRA) grant programs, TIFIA and RRIF financing programs to answer general questions as they arise
- Provide content for and support rail-focused RIA workshops

- Assist applicants with their submissions to the RIA to be part of 'pipeline' of future projects
- Monitor state and federal transportation and infrastructure policies that may pertain to RIA's programs
- Oversee RIA schedules and milestones for rail partners and provide content for quarterly reports
- Monitor quarterly and annual budgets and reporting requirements for rail-focused subrecipients and contractors
- Work with partners to identify federal and state funding opportunities
- Work with the team to develop grant proposals and private sponsorships related to PNWER RIA's mission

**Terms:** Full-Time hybrid 40 hours per week with 2-3 days per week in office. Benefits include, 401k retirement match, full health and dental coverage, generous vacation and holiday time off. Starting salary range is \$4,166 - \$5,834 per month depending on experience.

**How To Apply:** Email cover letter and resume to [employment@pnwer.org](mailto:employment@pnwer.org). Please direct all questions to the [employment@pnwer.org](mailto:employment@pnwer.org) email. For more information about PNWER, please see [www.pnwer.org](http://www.pnwer.org).

**DEADLINE:** April 1, 2024

PNWER is an equal opportunity employer and will not discriminate against any employee, contractor or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.