

Job Title: Transit Program Coordinator

Salary Range: \$35,000 - \$45,000

Location: Valdosta, GA

Job Type: Full-Time (Monday to Friday, 8:30 AM – 5:00 PM)

About Us:

The Southern Georgia Regional Commission (SGRC), as requested by GDOT and the local governments, administers federal funding to provide transit services. The service provides transportation for thousands of riders throughout the region to have access to jobs, medical appointments, shopping, and other opportunities. We work collaboratively with our transit provider, local governments, Georgia Department of Transportation and the Department of Human Services. As an Equal Opportunity/Affirmative Action employer, we value diversity and are committed to creating an inclusive environment.

Job Overview:

The Transit Mobility Coordinator will play a vital role in enhancing rural transit services under the Federal Transit Administration (FTA) Section 5311 program. This is an exciting opportunity to make a difference by ensuring that rural residents—especially seniors, individuals with disabilities, and low-income individuals—have access to reliable transportation services.

Key Responsibilities:

- Coordinate rural transit services by working with local government agencies, transit providers, and community stakeholders.
- Develop and implement service plans that improve mobility for underserved populations and align with FTA 5311 guidelines.
- Manage FTA 5311 grant funds, ensuring compliance with federal regulations and supporting transit initiatives.
- Conduct public outreach to promote awareness of rural transit options, and educate communities on how to access transportation services.
- Monitor transit performance through data analysis, adjust services as needed, and address customer service feedback.

Required Qualifications:

- A valid driver's license.
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the public administration, planning, or related field (or equivalent experience).
- At least three (3) years of experience in transit planning, mobility coordination, or transportation-related roles, particularly in rural settings.
- Understanding of FTA Section 5311 guidelines, public transportation systems, and rural transit challenges.
- Excellent communication, organizational, and problem-solving skills.

- Ability to build relationships and work collaboratively with a range of stakeholders.
- Proficiency in data analysis, report writing, and Microsoft Office software programs.

Preferred Qualifications:

- Master's degree in public administration or related field.
- Strong project management and organizational skills.
- Proficiency in data analysis, grant writing, and budget management.
- Ability to work collaboratively with government agencies, community groups, and the public.
- Certifications in transportation or mobility management.

Benefits:

- Competitive salary within the \$35,000 - \$45,000 range.
- Hybrid work flexibility may be offered based on program needs.
- Comprehensive healthcare benefits including medical, dental and vision coverage.
- Paid time off and holidays.
- Employer Sponsored Retirement Plan (Defined-Benefit Pension Plan)

Application Process:

To apply, please submit your application, resume and cover letter to jlbenett@sgrc.us. We look forward to welcoming a motivated professional to our team!

Equal Opportunity Employer

SGRC provides equal employment opportunities without regard to race, religion, gender, or any other protected characteristic.