## Job Posting – SmartTrips Pleasanton Travel Advisor

Steer Davies Gleave has been commissioned by Wheels (Livermore Amador Valley Transit Authority) to manage the SmartTrips Pleasanton Travel Conversation Campaign. The project’s intent is to engage with the Pleasanton Community and encourage people to travel in a more sustainable way, by offering tailored advice and information to help people plan and make their trips by taking the bus, BART, walking and biking where possible. The focus will be on encouraging healthy and active travel choices when making local trips and commuting.

### Travel Advisor Job Purpose:

We are recruiting a team of Travel Advisors (3-4 positions) who will visit residents at their doorsteps over an eight-week period in Pleasanton. Travel Advisors will be part of a skilled team who will be engaging with the public and encouraging people to travel in a more sustainable way, by offering tailored advice and information to help people in the neighborhood plan and make their trips by bus, BART, walking and biking. The focus will be on encouraging healthy and active travel choices when making local trips and commuting.

### Position Responsibilities:

* Undertake one on one conversations with individuals about local travel habits
* Keep accurate records of household details and conversation outcomes on paper
* Attend paid Travel Advisor training the week of March 20
* Assist with other work as required by the Team Leader and Project Manager

### Preferred Skills/Qualifications:

* A friendly and approachable manner, and excellent verbal communication skills, including excellent listening skills
* Are happy to work outdoors and be mobile and active throughout the working day
* Good organization skills and excellent time management
* Knowledge of the local area
* Ability to work as part of a team and under your own initiative
* A flexible approach to working hours and tasks

**Hours and Salary:** Between 30-40 hours per week at $15 per hour (from approx. mid-March to mid-May)

Early evening and weekend work is required. Typical hours are 11:00am – 7:00pm Tuesday-Thursday, 10:00am – 6:00pm Friday and Saturday.

Both part-time and full-time positions are available.

### Details for applying:

To apply for this position, please submit a cover letter, resume and complete application form (found at: <http://bit.ly/2ljMXeK>) to Sarah.McMinimy (at) sdgworld.net with subject line “TRAVEL ADVISOR”.

No phone calls, please.

### Deadline:

Applications will be accepted until **Sunday, March 5th** at midnight. We strongly advise applicants to apply for this position by Friday, March 3rd to allow time to schedule interviews.

Interviews are scheduled to take place on Monday, March 6th.

### Background on Steer Davies Gleave:

As one of the world’s leading independent transportation consulting firms, Steer Davies Gleave is focused on planning and developing transportation programs that encourage the use of sustainable alternatives and reduce drive alone trips and vehicle miles travelled (VMT).

Headquartered in London, UK with US offices in Los Angeles, San Diego, Boston, New York, and Washington DC, Steer Davies Gleave offers European experience supplemented by global and local perspectives. Steer Davies Gleave has built a comprehensive portfolio working in the US and further details about us can be found at [www.na.steerdaviesgleave.com](http://www.na.steerdaviesgleave.com).

### Steer Davies Gleave is an equal opportunities employer.