



**Job Description:
Scootershare & Bikeshare Planner (part-time)**

[MetroBike, LLC](#) is an internationally known bikeshare and scootershare consultancy and the first of its kind in North America, established in 2004. MetroBike is hiring a Scootershare Planner at its office in Washington, D.C. to assist with implementation of scootershare and dockless bikeshare programs for local government clients.

The incumbent will work directly with senior leaders and multidisciplinary teams across multiple government bureaus and operators. This is an ideal opportunity for an early tenure self-starter with a passion for shared mobility planning who is interested in further developing their skills. This part-time position is for 20 hours per week.

Responsibilities include:

- **Implement a demonstration scootershare and dockless bikeshare program**
 - Process operator applications
 - Track and analyze system data
 - Respond to resident questions and concerns
 - Monitor program operations and operators
 - Evaluate program performance and develop reports for elected officials
 - Present program updates to civic associations, committees, and commissions

Qualifications:

Education: College degree in planning, transport, engineering, a related field, or work experience in one of these fields. Enrollment in or completion of an advanced degree is a plus.

Experience: 1 year of related experience.

Skills: Excellent verbal and written communications skills, including comfort with public speaking. Strong organizational skills. Solid analytical and problem-solving skills.

Technical competencies:

Strong computer skills using Microsoft Office, basic graphic design, and Google Earth.

Core competencies:

Understanding clients' needs and responding to requests promptly, thoughtfully, and effectively. Ability to coordinate and lead meetings, work with multidisciplinary teams.

Compensation and benefits:

The hourly rate for this role is between \$25 - \$30.

MetroBike, LLC is an equal opportunity employer. To be considered for this role, send your cover letter and resume to hello @ metrobike.net. This position was opened on 7/1/19 and is open until filled.