



Kwantlen Student Association
JOB DESCRIPTION

Position: #

A. IDENTIFICATION

Position Title:	MultiPass Coordinator
Department:	MultiPass
Status	Permanent Full-time
Salary	\$23.41 per hour
Hours	40 per week
Location	Surrey Campus BCGEU 704, Coordinator 1

B. POSITION SUMMARY

This position is responsible for coordinating the KSA's largest program, the MultiPass Program. Responsibilities include, but are not limited to, researching, planning, and managing active transportation, public transportation, sustainability, and active living programs and services, overseeing the operation of the intercampus shuttle service, liaising with corporate and community partners, and promoting more sustainable lifestyles. The incumbent must always, during their duties, uphold the KSA Constitution, Bylaws, Regulations, Procedures, and Strategic Plan.

C. DUTIES AND RESPONSIBILITIES

- Develop marketing strategies for program in conjunction with the Marketing and Outreach Coordinators
 - Responsible for marketing and promotion of all MultiPass program offerings and affiliated partnerships
 - Maintain internal and confidential records – Including student information and program use statistics
 - Liaise with external program partners, as required
 - Create regular reports on program performance and for the Annual Report
 - Promotion of MultiPass program services on campus.
 - Liaising with MultiPass Program service partners and campaign partners
 - Oversight of the MultiPass Hardship Bursary
 - Maintain internal and confidential records – Including student information
 - Oversight and support for Kwantlen Shuttle operations
 - Collaborate with Marketing and Communications Coordinator on preparation of tabling and outreach materials for distribution
 - Coordinate review of campus transportation services and use, including bi-annual campus-wide transportation survey and modal count
 - Development and implementation of Transportation Demand Management Strategy
 - Research and present new program and sustainability opportunities
 - Respond to student inquiries regarding the KSA MultiPass Program
 - Promotion of active transportation initiatives
 - Communicating with students regarding MultiPass program services and complaints
 - Setting up information booths on campuses to inform students about program services and campaigns
 - Supervise and direct the part-time MultiPass and Sustainable KSA part-time staff on a day-to-day basis
 - Providing elected official support for Transportation Campaigns/Initiatives
 - Provide resource support for appropriate internal committees
 - Assist with the development of applicable KSA policies
 - Providing training and support for MultiPass staff and volunteers as needed
- Other duties as assigned

D. OCCUPATIONAL REQUIREMENTS

- Must possess a post-secondary degree or equivalent
- Must possess knowledge of active transportation, public transportation, and/or sustainability practices
- Minimum 2 years active or alternative transportation or sustainability- related experience
- Community planning and engagement experience an asset
- Personable, empathetic, professional, and well-organized
- Excellent public speaking, written and verbal communication skills, second language is an asset
- Basic working knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) an asset
- Ability to work effectively independently with limited supervision

- Personable, empathetic, professional, and well-organized
- Excellent written and verbal communication skills, second language is an asset
- Have a desire to learn and a passion to make a difference in the world