

Non-Profit Assistant Program Director – Transportation Services

The Southwestern Wisconsin Community Action Program (SWCAP) has an urgent need for an assistant program director in our transportation services. This is a well-paying, professional managerial job. The job is headquartered in our Dodgeville, Wisconsin, transportation offices.

The Assistant Director for Transportation Services is primarily responsible for the operation of SWCAP's LIFT ride service. The LIFT ride service provides no or low-cost rides to elders lacking transportation, people with disabilities, or people that need to get to and from work, but lack their own transportation. The Assistant Director manages a staff that includes drivers, ride schedulers, and support staff.

The Assistant Director for Transportation Services is expected to develop and maintain cooperative relationships with community partner organizations, and with peer organizations that may also serve our clientele.

LIFT ride services are supported in large part by funding from the Wisconsin Department of Transportation. The Assistant Program Director is heavily involved in developing and maintaining funding. The Assistant Program Director is responsible for staff and ride scheduling, for developing and managing budgets, for required data collection and reporting, and for recruiting and supporting volunteer drivers.

This is a job for someone that's a quick-thinker, is highly organized, is detail-oriented, and enjoys interacting with people of diverse backgrounds. This is an important, rewarding job that helps people in need in our local communities.

SWCAP offers a generous benefits package that includes health insurance, dental insurance, vision insurance, retirement plan with employer matching, and ample paid time-off. The starting pay rate for the Assistant Director or Transportation Services position ranges from the 50's to low 60's depending on qualifications.

More information at www.swcap.org. If you have experience with transportation services – especially in a rural area such as southwestern Wisconsin – SWCAP wants to speak with you.

SWCAP is an equal opportunity employer. People of all backgrounds are encouraged to apply.

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