

Transportation Associate

The Greater Washington Partnership is seeking a skilled and motivated individual with knowledge, experience, and interest in mobility and infrastructure policy for the Capital Region. You will support a fast-paced, high-energy team implementing the region's [Blueprint for Regional Mobility](#) and the Infrastructure pillar of the [Regional Blueprint for Inclusive Growth](#). The team supports public and private partners to advance transportation policy and long-term strategic infrastructure investments that will help the Capital Region, from Baltimore to Richmond, remain economically competitive and one of the world's best places to live, work and build a business.

As a Transportation Associate, you will:

- Support the Regional Mobility & Infrastructure team to implement the Partnership's long-term strategic plan to strengthen transportation and mobility outcomes in the Capital Region, which includes Baltimore, District of Columbia, and Richmond.
- Support the development of presentations, communication materials, and briefing documents.
- Help develop and execute projects, programs, events, and thought leadership to advance the regional mobility and infrastructure agenda.
- Build impactful relationships and improve engagement with key transportation thought leaders, including state and local officials, industry experts, advocates, and research professionals.
- Directly engage with stakeholders, both public and private, to educate and advocate for regional mobility and infrastructure initiatives.
- Research and write letters of support, memos, reports, case studies, blogs, and other documents related to the Partnership's strategic initiatives.
- Support development of persuasive advocacy and communication material.
- Identify strategies to amplify, connect, leverage, and scale Board partner organizations efforts to achieve regional mobility and infrastructure goals for the region.

What We Value:

- Two years of professional experience; Bachelor's degree, Master's degree a plus
- Previous experience in local, state, or federal transportation planning, programming, engineering, or policy development, preferred
- Excellent time management and organization skills, analytical and research skills
- Excellent written and oral communication skills; executive presence
- Energetic, entrepreneurial nature that combines intellectual curiosity with practical skills
Results-oriented professional with experience working on a team and strong work ethic
- Strategic thinker and problem solver
- Ability to work autonomously and handle multiple assignments simultaneously
- Ability to work in a fast-paced environment and are comfortable with ambiguity
- Understanding of and interest in working at the intersection of business and policy
- Proven track record of achievement across both professional and education experiences

- Ability to travel and attend meetings around the region: by transit, bike, walking, or car

Software Skills

- Proficiency in Microsoft Office – Outlook, Word, PowerPoint, Excel, SharePoint
- Experience with programs to support the development of maps, visuals, and communication material: such as geospatial analysis (ArcGIS Online); simple design (Canva), preferred

Who We Are:

Greater Washington Partnership is a first-of-its-kind nonprofit alliance of the region's most influential and leading employers in Maryland, Virginia and Washington, DC. Together, we leverage our collective experiences, resources and assets to identify shared challenges and offer real solutions to the region's most critical issues including skills and talent, regional mobility, infrastructure and inclusive growth. Our goal is to ensure the entire region, from Baltimore to Richmond, remains vibrant, economically competitive, prosperous for all and is the world's best place to live, work and build a business.

The Partnership is a fast-paced workplace that takes a collaborative approach to strategy and execution. The Transportation Associate will help the team and the organization meet its overarching goal of creating an inclusive and diverse Capital Region.

To Apply

If you are interested in joining the team at the Partnership, please submit your resume to jobs@greaterwashingtonpartnership.com with "Transportation Associate" in the subject line.

What We Offer

We offer the following comprehensive benefits package designed for the needs of our full-time team members:

- Currently working in a hybrid work environment, in the office two days a week on Tuesdays and Thursdays (*subject to change in number of days and days of the week*)
- Robust time off plan – 15 days PTO
- 11 paid holidays
- Summer half-day Fridays
- Week off between Christmas and New Year's
- Health, dental and vision insurance paid up to 90% for employees, up to 50% for dependents
- 401(k) plan with up to 5% employer match, starting on your first day of employment
- Professional development stipend up to \$800
- Monthly cell phone stipend

At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment



GREATER WASHINGTON PARTNERSHIP

FROM BALTIMORE TO RICHMOND.
FOSTERING UNITY. ADVANCING GROWTH.

without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected generic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.