



## **Career Opportunity: Project Manager (Part-Time)**

The Gulf Coast Rail District (GCRD) is a political subdivision of the State of Texas created to enhance the economic benefits of rail and passenger transport while improving regional quality of life. Harris County, the City of Houston, and Fort Bend County created the Gulf Coast Rail District under authority granted by the State of Texas in Section 171 of the Transportation Code. The Port Houston was also instrumental in the early stages of GCRD.

GCRD's Mission and Vision include improving safety and security at rail crossings to include grade separations and increasing mobility, access and quality of life. GCRD promotes multimodal mobility leading to commuter rail, bus rapid transit and advanced technologies to improve regional passenger transport.

GCRD is governed by a board of directors consisting of fourteen appointees, one Ex Officio member appointed by the Texas Transportation Commission, one Ex Officio member appointed by Gulf Coast Transit District formerly Galveston Transit District and one Ex Officio member appointed by the Metropolitan Transit Authority of Harris County. The GCRD Chair is jointly appointed by Harris County Commissioners Court and the Mayor of the City of Houston. Other members include appointments by the Chairman of the Port Houston and appointments by City of Houston, Harris County, Fort Bend County, Galveston County, Montgomery County, and Waller County, as well as the Harris County Mayors and Councils Association and Fort Bend Mayor and Council Association. GCRD held its first meeting in August of 2007.

GCRD is seeking a talented **project manager (part-time)** to join our team. Remote work is available.

### **Responsibilities include:**

- Guiding projects with design ideas related to rail, freight, mobility, and safety.
- Preparing visual communication graphics for presentations and engagement activities.
- Conducting research in the communities where we work (e.g., history of place, past plans, current community needs and trends), developing and administering community engagement materials, providing quantitative and qualitative analysis, mapping, writing, and preparing presentations, and assisting with plan design and layout, including creation of infographics and communication materials.
- Having Hands-on experience with active projects and proposals Including project scheduling, cash flow projections, anticipation and resolution of issues that impact schedule, project costs or project goals.
- Reporting to GCRD Executive Director.

### **The ideal candidate will:**

- Have previous professional urban planning and municipal/transportation engineering experience.
- Be comfortable working in a fast-paced, collaborative, and interdisciplinary environment.
- Complete tasks with some direction with strong attention to detail.
- Possess exceptional written, verbal, and graphic communication skills.
- Be creative, self-motivated, and interested in evolving planning issues that will positively promote the District's mission and goals.
- Be able to synthesize and simplify complex information and present it graphically.
- Be proficient in Microsoft Office (Word, Excel, and PowerPoint).

Qualified candidates looking to apply for this position should send all inquiries to [Katherine.Parker@gcrd.net](mailto:Katherine.Parker@gcrd.net). Please submit your cover letter, resume, and work samples.

GCRD is an Equal Opportunity Employer/Veterans/Disabled. We strongly value diversity and an inclusive workplace.