



Is accepting applications for one (1) position in the Programs Department as a:

PROGRAM COORDINATOR I (PART-TIME POSITION)

18 HOURS PER WEEK

Salary Range: \$26.55 - \$32.25 Per Hour

The current position will be assigned to the Programs Department. This position involves assisting with Mobility programs, events, and community outreach. Also responsible for conducting surveys and developing databases, procedures, and protocols. Some of the primary assignments under Solano Mobility and Commuter programs include providing alternative transportation options and outreach efforts at various community events, community-based organizations, partner agencies, and stakeholders.

SUMMARY OF RESPONSIBILITIES:

The Program Coordinator is responsible for providing high-quality customer service to the general public via telephone, events, partner agencies and community outreach. The Program Coordinator is also responsible for various administrative and technical program support to the projects and programs of the Solano Transportation Authority (STA) within Solano County via telephone, events, partnerships, and other community outreach. Maintains customer service and communication contacts with partner agencies, using tact, discretion, and independent judgment, as well as knowledge of Authority activities.

EXTENDED

FINAL FILING DATE:

12:00 p.m., Wednesday, August 12, 2026

****IMPORTANT NOTE: WHEN A SUFFICIENT NUMBER OF QUALIFIED APPLICATIONS HAVE BEEN RECEIVED, THIS ANNOUNCEMENT MAY BE CLOSED AT ANY TIME AT THE DISCRETION OF THE AUTHORITY.***

**Oral Board is tentatively scheduled
for the week of August 17, 2026**

**The current openings will be assigned under the
Programs Department.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates the implementation of Solano Mobility programs, such as the Commuter and Rideshare programs.
- Assists staff and consultants in development of databases, procedures, and protocols.
- Monitors, maintains, and provides information and materials to the general public, seniors, low income, and individuals with disabilities regarding program criteria, including alternative transportation information.
- Works to identify outreach opportunities by interacting with private and public organizations cooperatively to promote Solano Mobility and commuter programs.
- Prepares and conducts presentations at events and represents STA at meetings regarding transportation programs, such as Bay Area Transportation Demand Management, TAC Bike to Wherever Day, and other community events.
- Assists with event promotions including set-up, staffing, displays, and materials.
- Supports and updates websites and social media platforms, and content management systems for programs.
- Applies strong customer service skills in a professional manner on day-to-day interactions.
- Builds and maintains positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service and leadership.
- Interacts and presents program information to consultants, partners, and stakeholders, as well as the general public.
- Develops and updates website and social media.
- Processes transactions for commuter programs.
- Provides assistance to the Department Director, Solano Mobility Coordinators, and other STA staff as needed.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

The incumbent must be a motivated self-starter with excellent customer service and organizational skills, a flexible team player with a positive attitude, and ability to outreach and develop

cooperative relationships with Authority partners including the general public, community leaders, clients and staff members. Must be able to input data, track activities, prepare reports and manage files in Word and Excel with the ability to learn other applications.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A professional way to obtain the required knowledge and abilities would be a high school diploma with a minimum of two (2) years of experience in customer service, sales, outreach, or marketing experience. Some college preferred. Bilingual in Spanish is a plus.

KNOWLEDGE AND SKILLS:

In addition to the experience and education described above, the position requires:

- Ability to work diplomatically with a wide range of individuals.
- A strong communicator (both oral and written) with ability to speak in front of various groups.
- Ability to present ideas clearly.
- Self-motivated and problem-solver, who can work independently with minimal supervision.
- Strong work ethic, goal-oriented, strong leadership skills.
- Committed to providing excellent customer service.
- Interact cooperatively with existing staff and partners within Solano County.
- Develop and maintain program materials to assist the public on a daily basis.
- Ability to travel within Solano County.
- Must be able to staff events, set-up event displays and materials, and interact with the public to disseminate program information.
- Identify outreach marketing opportunities.
- Apply strong customer service skills in a professional manner to day-to-day interactions.
- Input and process database, track activities and prepare regular activity reports.
- Proficient in Microsoft Suite (Word, Excel) with the ability to learn other specialized computer software applications.



APPLICATION PROCESS:

To apply for this opportunity, please visit the STA website at:

<https://sta.ca.gov/work-with-sta/employment-opportunities/>

Or click the QR code:



A completed Solano Transportation Authority (STA) Employment Application must be submitted as directed below.

Applications must be received no later than 12:00 p.m. on Wednesday, August 12, 2026; however, when a sufficient number of applications are received, this announcement may be closed at any time at the discretion of the Authority.

You may also mail or submit in person the completed application materials to:

**Attn: STA - Human Resources
423 Main Street
Suisun City, CA 94585**

or email to: humanresources@sta.ca.gov

STA will also establish a certified eligibility list for future openings for this position in any category.

Other Important Information:

It is important that your application show all the relevant education and experience you possess.

Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete or not signed.

If you believe you may need accommodations during the interview or testing process, please contact Human Resources at (707) 424-6075. Requests for accommodations must be received no later than five (5) calendar days before the oral board date on the recruitment.

STA an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

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