

IAG Service Corporation
200 Continental Drive, Suite 401
Newark, DE 19713

The IAG Service Corporation (IAGSC) is a Not-for-Profit corporation formed to provide services to the E-ZPass Interagency Group, the world's largest toll interoperability program, with member agencies located in 19 states. The IAGSC is seeking qualified candidates for the following position:

Position: Project Coordinator

Location: Remote / telecommute with some travel

Salary: \$70,000 - \$80,000 (starting salary range, dependent upon experience)

The Project Coordinator is an integral part of the IAGSC staff. The successful candidate will take a leadership role in tracking, coordinating, and reporting upon IAGSC initiatives and working with the various standing committee chairs and their participants in order to complete them. As such we are looking for candidates with experience in developing work plans, aligning work with key stakeholders, and overall project coordination. The ideal candidate will have the following:

- A strong aptitude for leadership
- Excellent communication skills
- Strong analytical skills
- Experience in project management / coordination
- Experience in technology
- Experience in data analysis and report writing
- Experience in coordinating and building consensus among various groups
- Strong skills with office productivity software
- Ability to travel

Position Responsibilities:

- Provide support to, and coordination among, the various standing committees
- Coordinate analyses and studies involving multiple states
- Gather, maintain, and evaluate statistical, financial, and program data to forecast services, technology and manpower needs, and operating/capital costs
- Manage and oversee the collection, analysis, and distribution of fiscal and program data including developing and implementing recommendations on policy, procedures, and program implementation
- Manage and complete projects, including but not limited to:
 - Non-Toll Opportunities – Work with the committees to identify, investigate, and implement various non-toll opportunities that arise on a regular basis
 - Work with the committees to identify potential changes to policy, contracts, and related governing documents needed to advance the business of the IAGSC
 - Coordinate/develop project schedules and implementation plans, and work with committees and consultants to ensure project deliverables are in accordance with project plan/agreements to be delivered on time and within budget

- Track key business indicators/statistics and provide them in graphic and written form
- Track IAGSC work plan elements to show progress against the plan; identify risk mitigation, and report to the Executive Director
- Provide backup to IAG staff members during absences
- Other duties as assigned

Position Requirements:

- A Bachelor's degree in Management, Information Technology, or related field, along with five (5) years' experience in Tolling, Transportation, Project Management or Information Technology; **OR** ten (10) years' experience in progressively responsible positions in Tolling, Transportation, Project Management, or Information Technology
- Strong organization / coordination / project management background
- Demonstrated ability to analyze complex organizational and procedural problems and make recommendations
- Demonstrated ability to prepare and analyze complex reports, financial statements, and other budgetary information
- Experience in strategic planning such as planning and mapping a path between the present and future usually for three to five years by determining key objectives, how to accomplish the key objectives, what strategies should be used, what activities would contribute to accomplishing the key objectives and developing performance measures to gauge and report progress or success
- Experience in developing and conducting presentations and in narrative report writing
- Ability to travel

Benefits: The IAGSC offers a generous benefits package, including paid holidays, annual leave, sick leave, health insurance, life insurance and 401K deferred compensation plan.

Application Instructions:

Interested individuals are invited to submit a cover letter outlining their qualifications for and interest in this position, accompanied by a current resume, **NO LATER THAN Wednesday, January 26, 2022**, via email to **jobs@e-zpassiaq.com**

The IAG Service Corporation is an Equal Opportunity Employer.