



# Internal Strategic Alignment Manager

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the **Internal Strategic Alignment Manager** position.

Under the direction of the Chief of Staff, this position is responsible for improving internal processes and working to ensure that all aspects of RTA's work involve consistent, clear messages that reflect the leadership's strategic intentions. The goal of this position is to assist the Chief of Staff and work with staff to develop and streamline internal processes for producing and approving content while making the results more effective and institutionalizing relevant practices throughout the agency.

Responsibilities include but are not limited to:

- Workflow and quality control --Institute processes for internal quality control and coordinating workflow. This may include editing and formatting of cross-functional projects and communication materials, including board materials, correspondence, presentations, reports, document templates, policies and procedures, and other internal processes, where necessary.
- Message consistency – Work to ensure that leadership's strategic intent is consistent, and communicated effectively throughout the agency's various materials and messaging.
- Organizing information – An example of this work may include enhancing and modernizing the agency's website to ensure it is effectively communicating relevant information to our stakeholders. Organize, prioritize, add content, and facilitate a process that will keep it fresh and up-to-date with a user-friendly interface. Organize other information, as necessary.
- Manage and monitor internal processes to ensure they are being appropriately executed, and work to add them throughout the agency as routine practices.
- Train staff appropriately to internalize the processes and practices.
- Proposes, develops and manages projects, which support the RTA's goals, objectives and mission. Develops work scopes and budgets, consultant requests for proposals, or staff work plans as appropriate.
- Manages and coordinates multi-disciplinary project teams consisting of RTA staff and/or vendors.
- Additionally, assist the Chief of Staff when necessary with other responsibilities.
- Acts in a manner, which is consistent with the RTA's strategic goals and objectives as developed by the Board of Directors, while providing service of the highest level to our customers -- both internal and external. Ensure the confidentiality of all information obtained in the performance of job duties.

Knowledge, skills and abilities equivalent to the completion of a Master's Degree in communications, public affairs, public policy, business, or a related field, or additional equivalent work experience is required. A minimum of ten (10) years of progressively responsible management experience at a public agency, private firm, or civic organization, and experience in communications and providing counsel to senior executives on strategic decisions is required. Experience with web design and implementation, and design integration are essential. Must demonstrate experience and ability to accomplish process improvements throughout a workplace successfully. Excellent interpersonal, written and verbal communication skills are critical. The ideal candidate should be highly organized, self-motivated, have an astute attention to detail, and a track record of successful collaboration to accomplish challenging tasks. Successful experience managing and mentoring staff is important, however this position does not have any direct reports.

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. Relocation is not available. For more information about the RTA, visit our website at [www.rtachicago.com](http://www.rtachicago.com).

Posted: Thursday, December 20, 2018

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**Regional  
Transportation  
Authority**

**Please submit a cover letter, resume and salary history to:**

Regional Transportation Authority  
Human Resources, Attn: 18-ISAM  
175 W. Jackson, Suite 1650  
Chicago, IL 60604

To apply online go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=225>