

Company: Gateway Development Commission

Job Title: Senior Advisor, Program Office (Part-time)

Location: New York/New Jersey

Date: December 1, 2023

Job ID: 5-005

Summary of Responsibilities

The Senior Advisor, Program Office at the Gateway Development Commission (GDC), you will play a pivotal role in supporting the implementation of key infrastructure projects. Reporting directly to the Deputy Chief Program Officer and collaborating closely with the Finance Department, you will be responsible for facilitating negotiations and preparing crucial documents related to capital costs and contributions essential for project execution.

Essential Functions

1. Under the direction of the Deputy Chief Program Officer, and in close coordination with GDC's Finance Department, support negotiations and the preparation of key critical documents relating to the capital costs and contributions necessary to implement the Gateway Development Commission's projects.
2. Coordinate with Gateway Development Commission staff, project partners, and third-party stakeholders to ensure timely delivery and execution of documentation related to project capital costs, expenditures, budgets, and associated staffing documentation.
3. Review, analyze, and provide recommendations concerning crucial business decisions to support the delivery of the Gateway Development Commission projects. Under the direction of the Deputy Chief Program Officer, provide recommendations to GDC staff and/or leadership regarding impact of business decisions, including federal agency requirements.
4. Prepare presentations on leadership as required.
5. Maintain industry contacts and involvement in national infrastructure/project control forums to ensure GDC is at the forefront of best practices, innovation, and compliance in project delivery.
6. Other duties as assigned.

Job Requirements

- Bachelor's degree in business administration, Public Administration, or closely related field.
- A minimum of 10 years of experience in budgets, capital projects, and public procurement.
- Exceptional program management skills.
- Outstanding written and verbal communication skills to explain projects and elements of projects to both technical and non-technical audiences.
- Demonstrated record of ethics and high standards.

Preferred Qualifications

- Advanced degree in Business Administration, Public Administration, or closely related field.

- Experience working in a railroad environment, familiar with design, construction, operating, and/or maintenance practices.
- Experience supporting the delivery of a project funded by the Federal Transit Administration, and Federal Railroad Administration preferred.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation’s busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

Please note that the position of Senior Advisor, Diversity & Civil Rights advertised is a limited duration part-time position for one year. The employment period for this position will be for a fixed term of one year only, with no guarantee or implication of continued employment beyond that period.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title “Senior Advisor, Program Office” in the subject line.