

**Arc Howard**  
**Transportation Coordinator**  
**42K a year - 44k a year**

The Arc of Howard County is seeking a Full-time Transportation Coordinator to oversee all facets of transportation for the agency including, but not limited to, fleet management, transportation logistics, training, and safety. The agency has approximately 45 vehicles included in a GPS linked fleet tracking system.

The ideal candidate would have prior experience with small fleet logistics, wonderful organizational skills and the ability to communicate in writing and verbally with a variety of stakeholders. Strong critical thinking skills and the ability to prioritize tasks based on needs, will be required for this position.

Proficiency with the Microsoft Suite as well as a fleet management system is important.

All candidates must have a current Maryland driver's license with no more than 2 points.

The Arc of Howard offers medical, dental, vision, and life insurance to full-time staff. We also offer a 403(b) retirement plan and paid sick/vacation leave. Interested candidates should submit their updated resume and cover letter for consideration.