

Job Title: Transit Program Assistant

Salary Range: \$32,000 - \$35,000

Location: Valdosta, GA

Job Type: Full-Time (Monday to Friday, 8:30 AM – 5:00 PM)

About Us:

The Southern Georgia Regional Commission (SGRC), as requested by GDOT and the local governments, administers federal funding to provide transit services. The service provides transportation for thousands of riders throughout the region to have access to jobs, medical appointments, shopping, and other opportunities. We work collaboratively with our transit provider, local governments, Georgia Department of Transportation and the Department of Human Services. As an Equal Opportunity/Affirmative Action employer, we value diversity and are committed to creating an inclusive environment.

Job Overview:

The Transit Program Assistant is responsible for maintaining accurate records, assisting with grant documentation, supporting data entry and reporting functions, and ensuring smooth day-to-day administrative operations in compliance with local, state, and federal requirements.

Key Responsibilities:

- Maintain and organize paper and electronic filing systems for transit program documentation, including ridership data, invoice reports, and program correspondence.
- Assist in preparing and submitting required reports to state and federal agencies, including monthly, quarterly, and annual submissions.
- Support grant tracking by organizing documentation related to expenses, invoices, reimbursements, and financial records.
- Perform data entry into relevant databases or spreadsheets.
- Draft and proofread routine correspondence, memos, reports, and meeting materials.
- Answer phones, respond to general inquiries, and direct calls or messages to appropriate personnel.
- Schedule appointments, meetings, and maintain program calendars.

Required Qualifications:

- High school diploma or GED required; additional education or certification in office administration or related fields preferred.
- 1–2 years of experience in clerical or administrative support roles, preferably in a government setting.
- Strong organizational skills with attention to detail and accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and office equipment.
- Strong verbal and written communication skills.
- Ability to manage multiple tasks and meet deadlines with minimal supervision.
- Familiarity with transit programs, grant documentation, or public sector record-keeping is a plus.
- Valid driver's license.

Benefits:

- Salary within the \$32,000 - \$35,000 range.
- Hybrid work flexibility may be offered based on program needs.
- Comprehensive healthcare benefits including medical, dental and vision coverage.
- Paid time off and holidays.
- Employer Sponsored Retirement Plan (Defined-Benefit Pension Plan)

Application Process:

To apply, please submit your application, resume and cover letter to jlennett@sgrc.us. We look forward to welcoming a motivated professional to our team!

Equal Opportunity Employer

SGRC provides equal employment opportunities without regard to race, religion, gender, or any other protected characteristic.