

Company: Gateway Development Commission

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

Location: New York/New Jersey

Date: June 13, 2024

Job ID: 5-015

Summary of Responsibilities

The Project Agreements Specialist, reporting to the Deputy Chief Program Officer, Grant and Contract Administration & Policy Advisor, will support the negotiation and preparation of critical agreements for the Gateway Development Commission's projects. The role involves coordinating with GDC staff, project partners, and stakeholders to ensure timely delivery and execution of agreements, including project development and real estate acquisitions.

Essential Functions:

- Under the direction of the Deputy Chief Program Officer, Grant and Contract Administration & Policy Advisor, support negotiations and the preparation of key critical agreements necessary to implement the Gateway Development Commission's projects.
- Coordinate with Gateway Development Commission staff, project partners, and third-party stakeholders to ensure timely delivery and execution of agreements, including project development agreements and real estate acquisitions.
- Review, analyze, and provide recommendations with respect to key business decisions to support the delivery of the Gateway Development Commission projects. Under the direction of the Deputy Chief Program Officer, Grant and Contract Administration & Policy Advisor, provide recommendations to GDC staff and/or leadership regarding impact of business decisions, including federal agency requirements.
- Prepare presentations to leadership as required.
- Maintain a knowledge of appropriate industry forums for GDC Awareness.
- Other duties as assigned.

Job Requirements

Minimum Qualifications

Bachelor's degree in Business administration, Public Administration, or closely related field.

A minimum of 10 years of experience in dispute resolution, public procurement, and claims negotiation.

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

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/or 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

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 “Special Advisor, Program Office” in the subject line.